

# FPDS-NG

## Government User's Manual



Version 1.4

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The FPDS-NG User's Manual and Data Dictionary were developed to familiarize users with FPDS-NG data requirements and assist them with FPDS-NG data entry. They are not intended to serve as a substitute for the Federal Acquisition Regulation, Defense Federal Acquisition Regulation Supplement, or Department/Agency procedures. They do not relieve FPDS-NG users from reviewing these regulations and procedures which form the basis and set the context for FPDS-NG data entry requirements. If an FPDS-NG user has questions regarding how a particular procurement was conducted, he/she should discuss them with the servicing contracting officer or procurement policy officials prior to attempting to enter data into FPDS-NG.

Information entered into FPDS-NG is post-award information. Contract formation or pre-award decisions and actions, such as the type of contract to be used, applicability of certain statutes, extent of competition, must be concluded prior to contract award and therefore, prior to FPDS-NG data entry. FPDS-NG is designed to capture and summarize a variety of information on pre-award decisions and actions after the fact. This manual is not intended to guide contracting personnel's pre-award decisions which are directed by regulation and procedure.

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## **1. SCOPE**

The Office of Federal Procurement Policy, as amended, 41 U.S.C. 401 et seq. and (FAR Subpart 4.6) requires the Administrator for Federal Procurement Policy to establish a computer-based Federal Procurement Data System for collecting, developing and disseminating procurement data to the Congress, Executive Branch and private sector. The Federal Procurement Data System Program Management Office (FPDS PMO) within the Office of the Integrated Acquisition Environment (IAE) oversees the operation of the Federal Procurement Data System Next Generation (FPDS-NG). The General Services Administration's (GSA) contractor operates and maintains the FPDS-NG.

Executive departments and agencies are responsible for collecting and reporting data to FPDS-NG as required by the Federal Acquisition Regulation (FAR). The Federal Government uses the reported data to measure and assess the impact of Federal procurement on the nation's economy, the extent to which awards are made to businesses in the various socio-economic categories, the impact of full and open competition on the acquisition process and other procurement policy purposes.

FPDS-NG contains data that the Federal Government uses to create recurring and special reports to the President, the Congress, the Government Accountability Office, Federal executive agencies and the general public.

The Office of Federal Procurement Policy (OFPP) requires that each Department and Agency certify annually that all data within FPDS-NG is valid and complete.

### **1.1 RESPONSIBILITIES**

#### **1.1.1 EXECUTIVE AGENCIES**

Executive agencies must establish an agency point of contact to handle FPDS-NG agency specific issues. Agency FPDS-NG points of contact represent the agency on the FPDS-NG Change Control Board (CCB).

Contracting offices must submit complete and accurate data on contract actions to FPDS-NG within three (3) workdays after contract award. (FAR 4.604(3))

The agency system administrator determines the users' privileges, including the contract writing system (CWS) privileges. Assignment of these privileges is NOT the responsibility of the FPDS-NG contractor or GSA.

Users will refer FPDS-NG design issues to the agency system administrator who will forward the appropriate IAE Change Request Form to the CCB for resolution.

Executive agencies will not direct any work to be done by the FPDS-NG contractor. Only GSA has this authority.

#### **1.1.2 GENERAL SERVICES ADMINISTRATION (GSA)**

GSA hosts and chairs the Change Control Board (CCB). GSA's FPDS-NG Program Manager directs the activities of the contractor as they relate to modifications to the system.

#### **1.1.3 CHANGE CONTROL BOARD (CCB)**

The FPDS-NG CCB serves as the primary communication liaison to the agencies and is ultimately responsible for tracking all approved changes to the FPDS-NG. The CCB proposes and reviews configuration items required to keep the FPDS-NG database current with Federal requirements including Standard Reports and the support contract.

### **1.2 SUPPLEMENTAL INSTRUCTIONS**

See Agency supplements for Agency specific instructions.

## 2. INTRODUCTION TO DATA ENTRY

### 2.1 DATA ACCURACY, INTEGRITY and TIMELINESS

To reiterate the importance of accuracy, integrity and timeliness of reporting to FPDS-NG, the system contains data that the Federal Government uses to create recurring and special reports to the President, Congress, Government Accountability Office, Federal executive agencies, and the general public. The data is also used to populate the USAspending.gov website in accordance with the Federal Funding Accountability and Transparency Act. Therefore, it is extremely important that data contained in FPDS-NG is accurate, complete, and submitted in a timely manner. Data that passes validation rules is not necessarily accurate. As an example, NAICS 111110 is Soybean farming. While this code will pass all validations, there is a good chance that this is not what you are buying. It is incumbent on the Contracting Officers and Agencies to assure the accuracy of all information submitted. In order to ensure timeliness and up-to-date information within the system, contracting officers **must** submit complete and accurate data on all required contract actions in accordance with FAR [4.604](#).

### 2.2 METHODS OF REPORTING

There are two methods of reporting to FPDS-NG: Web Portal and Contract Writing Systems (CWS). The information provided in this document is based on Web Portal access. If you are reporting via CWS, you may not see the main navigation screen.

#### 2.2.1 ACTION REPORTING

FPDS-NG makes a distinction between types and methods of contracting. Within this document, the titles for classes of Awards and IDV are:

- Award - A contractual vehicle that cannot have orders placed against it.
- Basic IDV - The basic award that allows you to place orders in accordance with the terms and conditions of the basic IDV.

#### 2.2.2 REPORTABLE ACTIONS

Agencies will report on all contract actions using appropriated funds as specified in FAR 4.606. AbilityOne (formerly JWOD Nonprofit Agency or Sheltered Workshop awards) and UNICOR (Federal Prison Industries) awards are reportable as they are not interagency agreements.

Below is a partial list of types of awards reportable to FPDS-NG. See FAR 4.606 for the full list. Agencies will report unclassified information on all contract actions using appropriated funds including, but not limited to, those made:

- With replenishable stock and revolving funds;
- With appropriated funds transferred from one executive agency to another where the servicing agency contracts for the supplies or services;
- With appropriated funds obligated pursuant to the provisions of PL 85-804;
- By one agency to another;
- For supplies and equipment;
- For construction, alteration or maintenance of real property;
- For services, including research and development and Utilities;
- AbilityOne (formerly JWOD Nonprofit Agency or Sheltered Workshop awards);
- Telecommunications from regulated carriers; and
- Federal Prison Industries, i.e. UNICOR awards (orders from GSA stock for UNICOR products are not reportable);
- Agencies will report all contract actions made with funds held in trust accounts for foreign governments or procurements for foreign governments regardless of the nature of the funds. (The term "foreign governments include international organizations.)

### **2.2.3 NON-REPORTABLE ACTIONS**

Agencies shall not report:

- Procurement actions with an action date of five (5) years earlier than the current fiscal year with the exception of Federal Supply and VA schedules, leases and utilities.
- Financial assistance actions e.g. grants, cooperative agreements, subsidies, and contributions except for those Agencies who have a special module to accumulate information on these types of actions.
- Imprest fund transactions, SF 44 purchases, training authorizations, and micro-purchases obtained through the use of the government purchase card. The term “micro-purchase” has the same meaning as set forth in FAR 2.101.
- Interagency agreements with other federal agencies (e.g. Tennessee Valley Authority), independent federal establishments (e.g. Export/Import Bank of the US), or federally chartered sources (e.g. Howard University or the Smithsonian Institution).
- Government Bills of Lading and Government Transportation Requests.
- Actions using predominantly non-appropriated funds, except pursuant to funds held in trust accounts mentioned.
- FEDSTRIP and MILSTRIP requisitions.
- Actions involving transfer of supplies within and among agencies and sub-agencies.
- Orders from GSA Stock and GSA Consolidated Purchase Program.

Additionally, civilian agencies will not report actions for petroleum or petroleum products ordered against a Defense Logistics Agency (DLA) Indefinite Delivery Contract as the funds are reported by DLA.

### **2.3 USER ID AND PASSWORD**

Individuals must have a User Account to enter data into FPDS-NG. Your access level is determined by Agency System Administrators or Contract Writing System Administrators and you may not have access to all of the available features. Users entering data through a contract writing system (CWS) will not see the FPDS-NG main navigation screen shown in Figure 1. Accounts will become inactive if not accessed within 90 days. If your account is de-activated contact your Agency System Administrator NOT the FPDS-NG Help-Desk.

**Figure 1. Main Navigation Screen**





## 2.4 AWARDS COLUMN

The awards column consists of the following types of actions:

- **Delivery/Task Order against IDV** - an order for supplies placed against an established contract or with Government sources.
- **Purchase Order** - an offer by the Government to buy supplies or services, including construction and research and development, upon specified terms and conditions, using simplified acquisition procedures
- **Definitive Contract** - a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. For purposes of data collection in FPDS-NG, it includes all types of commitments that obligate the Government to an expenditure of appropriated funds except purchase orders, delivery orders and BPA Calls. Data on these types of awards are collected separately. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. 6301, et seq.
- **BPA Call** - A purchase under a Blanket Purchase Agreement that does not exceed the simplified acquisition threshold unless otherwise specified by your agency.

## 2.5 BASIC IDV COLUMN

A Basic IDV is a contract/agreement awarded to one or more vendors to facilitate the delivery of supply and service orders. The only types of awards which may have orders placed against them are Federal Supply Schedule, GWAC, BOA, BPA, and IDC. Refer to FAR Parts 8, 13 and 16 to determine the type of IDV.

Use this column when entering the following type of document:



- **FSS (Federal Supply Schedule)** - The creation of 'Schedules' is restricted to creating this type of awards by GSA and VA only.
- **GWAC (Government Wide Acquisition Contract)** - When creating a government wide vehicle for ordering IT services or supplies. OFPP grants the Delegation of authority to award these types



of basic IDVs. Examples of GWACs include but are not limited to COMMITS, ITOP, STARS and SEWP.

- **BOA (Basic Ordering Agreement)** - A written instrument of understanding, negotiated between an agency, contracting activity, or contracting office, and a contractor, that contains: (1) terms and clauses applying to future actions (orders) between the parties during the term, (2) a description, as specific as practical, of supplies or services to be provided, and (3) methods for pricing, issuing, and delivering future orders under the BOA. A BOA is not a definitive contract.
- **BPA (Blanket Purchasing Agreement)** - A vehicle against an FSS, in accordance with FAR Part 8 or following simplified acquisition procedures in accordance with FAR Part 13
- **IDC (Indefinite Delivery Contract)** - A terms and conditions vehicle against which you can write orders. The IDC type awards can be made to one or more vendors to facilitate the delivery of supply and/or service orders. These may include MAC (Multiple Award Contracts), Indefinite Delivery Indefinite Quantity (IDIQ,) Indefinite Delivery Definite Quantity (IDDDQ) and Indefinite Delivery Requirements (IDR) contracts.

## 2.6 TRANSACTION/MODIFICATIONS COLUMN

Use this column when selecting a contract action report to correct or modify. By using Advanced Search   (see the Advanced Search section 2.10) capability at the top of the screen, you can also perform these functions. To perform any of these functions, you must have a PIID (Procurement Instrument Identifier).

- **Correction** - To fix a mistake in a record that is in final status. It should be noted that the correction should not change the legal intent of the contract action. You can only use this function when a contract action report is in final status.
- **Modifications** - Use modifications to report information on a document where the legal intent of the contract has changed. To report modifications to an existing Award/IDV document; the base document must already be in final status in FPDS-NG.

## 2.7 SYSTEM ADMINISTRATION COLUMN

Your Department/Agency System Administrator controls access to these functions. The FPDS-NG contractor maintains control of the reference tables for Product and Service Codes (PSCs), North American Industry Classification System (NAICS) codes, Department, Agency and Location Codes under their respective Federal Information Processing Standards (FIPS) directory and Special Publication 800-87-Revision 1. Contact your System Administrator if you need assistance in this area.

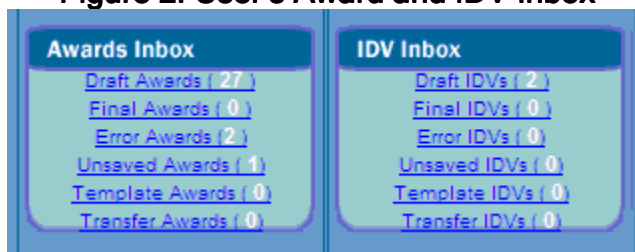
## 2.8 REPORTS

There are four methods for retrieving data from FPDS-NG: Standard Reports, Adhoc Reports, ezSearch and Interagency Contract Directory (ICD). Additional information is available in Section 7.

## 2.9 USER'S AWARDS AND IDV INBOX

At the bottom of the Main Menu screen you will notice that there are two inboxes (Figure 2). One will contain the information on your awards and the other will be for your IDVs.

Figure 2. User's Award and IDV Inbox



The following is an explanation of the terms used within the Awards and IDV inboxes:

- **Draft Awards** - Number of records that have been saved in draft that may or may not have been validated and are awaiting approval.
- **Final Awards** - Number of records the user has in Final Status.
- **Error Awards** - Number of records that are missing required information.
- **Unsaved Awards** - When a session has been terminated, any records in process will be stored here. When the record is opened it will be identified in an Error Status.
- **Template Awards** - Users can create a template which contains the majority of the data elements needed to be reported. The user can open the template and complete the fields that are unique to the action being reported. This will eliminate the re-keying of elements that are identical for multiple records. Agencies are responsible for maintaining templates they create.
- **Transfer Awards** - Identifies the number of records that are waiting for acceptance by the receiving Agency

## 2.10 ADVANCED SEARCH

Contracts are reported in FPDS-NG in real time under two categories: Award and IDV (Indefinite Delivery Vehicle). The Advanced Search feature allows you to perform complex searches for an award or IDV by using several criteria. Advanced Search produces search results based on fields on the award and IDV documents. After using Advanced Search, the Search Results screen displays a link for each document that matches the search criteria. To conveniently access these reported contracts, click the link. This allows you to access and view any reported contract that is available in FPDS-NG. This includes records in final, draft, void and error status.

### 2.10.1 ACCESSING ADVANCED SEARCH

Advanced Search is located at the top of the screen. Use the following steps to access the Advanced Search function.

Click  at the top of the FPDS-NG main screen as shown:


Figure 3. FPDS-NG Main Menu



The Advanced Search screen is shown below. To use Advanced Search, you must enter information in at least one or more fields; for example, PIID, Vendor Name, and/or Prepared By (User ID). The Agency ID (Agency ID) field is auto-populated based on user ID.


**Figure 4. Advanced Search Criteria Screen**

Document Search Criteria			
	Agy ID	PIID	(How to find migrated documents?)
Award ID:	4700		
Referenced IDV ID:			
Prepared By (User ID):			
Contracting Office ID:			
Contracting Office Name:			
Vendor Name:			
NAICS Code:			
Funding Agency ID:			
Funding Office ID:			
Status:	Final		
Award/Indefinite Delivery Vehicle Type:	Award		
Action Obligation Range:	From:	To:	
Base And All Options Value Range:			
Signed Date Range (mm/dd/yyyy) :			
Last Modified Date Range (mm/dd/yyyy) :			
<div> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/> <input type="button" value="Help"/> </div> <p>NOTE: The search may take about 5 to 10 minutes to return the results.</p> <p>Try new <a href="#">ezSearch</a> (BETA)</p>			

If you are looking for documents belonging to another agency, enter the appropriate Agency ID, such as 4700 (GSA). If you are unsure of the Agency ID use  to find the ID or leave this field blank.

Enter the PIID or part of the PIID (at least five characters—or four with a wildcard %) to find a document matching the information in the Agency ID and PIID.

- The Status does not need to be selected as a search criteria for final and draft records. However, if you need to search for records in error or voided records you need to select the appropriate status.
- Select Award as the Award/IDV Type to narrow the search by the type of documents you want to view.

Once the search criteria information is entered in the Advanced Search screen, select . The following Advanced Search screen displays this information. The Advanced Search will generate links to documents that match the criteria you enter. The following screen displays the links matching the search criteria.

**Figure 5. Award Search Results Screen**

<a href="#">HOME</a> <a href="#">ezSearch</a> <a href="#">Advanced Search</a> <input type="text"/> <a href="#">GO</a> <a href="#">Log Off</a>	
<a href="#">Close</a> <a href="#">Help</a>	
<b>Contract Search Results</b>	
<b>AWARD ID:</b> 4740-GS01P12BWC0005 <b>Mod Number:</b> 0 <b>Agency Name:</b> PUBLIC BUILDINGS SERVICE <b>Office Name:</b> GSA/PUBLIC BUILDINGS SERVICE <b>Vendor Name:</b> SOUTHERN CONNECTICUT GAS COMPANY <b>Other AWARD ID:</b>	<b>Doc Type:</b> DCA <b>Status:</b> Final <b>Referenced IDV ID:</b> - <b>NAICS Code:</b> 221210 <b>Base And All Options Value:</b> \$27500.00 <b>Action Obligation:</b> \$27500.00
<b>AWARD ID:</b> 4740-GS01P12BWC0008 <b>Mod Number:</b> 0 <b>Agency Name:</b> PUBLIC BUILDINGS SERVICE <b>Office Name:</b> GSA/PUBLIC BUILDINGS SERVICE <b>Vendor Name:</b> NATIONAL GRID CORPORATE SERVICES LLC <b>Other AWARD ID:</b>	<b>Doc Type:</b> PO <b>Status:</b> Final <b>Referenced IDV ID:</b> - <b>NAICS Code:</b> 221122 <b>Base And All Options Value:</b> \$190000.00 <b>Action Obligation:</b> \$19000.00

Selecting a contract link will display a document like the one shown in the following figure:

Figure 6. Definitive Contracts Screen

<a href="#">New</a> <a href="#">Save Draft</a> <a href="#">Validate</a> <a href="#">Approve</a> <a href="#">Correct</a> <a href="#">Modify</a> <a href="#">Save Tmpl</a> <a href="#">Delete</a> <a href="#">Print</a>				
<a href="#">Close</a> <a href="#">Help</a>				
<b>Transaction Information</b>				
<b>Award Type:</b> Definitive Contract <b>Award Status:</b> NEW	<b>Prepared Date:</b> 10/11/2010 10:27:47 <b>Last Modified Date:</b>	<b>Prepared User:</b> LHORNSBY <b>Last Modified User:</b>		
<b>Document Information</b>				
<b>Award ID:</b> 4700	<b>Agency</b>	<b>Procurement Identifier</b>	<b>Modification No</b>	<b>Trans No</b>
<b>Referenced IDV ID:</b>				
<b>Reason For Modification:</b>				
<b>Solicitation ID:</b>				
<b>Treasury Account Symbol:</b>	<b>Agency Identifier</b>	<b>Main Account</b>	<b>Sub Account</b>	<b>Initiative</b>
				Select One
<b>Dates</b>		<b>Amounts</b>		
<b>Date Signed (mm/dd/yyyy):</b>		<b>Action Obligation:</b>		\$0.00
<b>Effective Date (mm/dd/yyyy):</b>		<b>Base And Exercised Options Value:</b>		\$0.00
<b>Completion Date (mm/dd/yyyy):</b>		<b>Base And All Options Value:</b>		\$0.00
<b>Est. Ultimate Completion Date (mm/dd/yyyy):</b>		<b>Fee Paid for Use of IDV:</b>		\$0.00

## 2.11 SEARCH RULES

### 2.11.1 WILDCARD

The Advanced Search fields allow you to use a wildcard. The percent sign (%) is the wildcard character that you may use in the data entry fields. You can place the wildcard in the middle or end of a data string in any of the fields on the Advanced Search screen. For example, you can enter a wildcard after entering the first part of the data string. When a user enters "COM%" in a data field, the search will return anything that starts with "COM", such as **Company**, **Complete**, and **Composition**. If you use a wildcard while searching for a document, it can be used for Agency ID, PIID, or Prepared By (User ID). You will still need to enter the minimum number of characters for the respective field according to the rules as defined in this section.

## 2.11.2 DATA ENTRY

The more information you enter in the Advanced Search, the faster your search will return results. Additionally, entering as much information as possible will limit the number of records returned, which will make your search more efficient.

## 2.11.3 FIELD RULES

The following figure shows the fields of the Advanced Search screen numbered from 1 through 18. Each numbered field is described in a respective section following the figure.

**Figure 7. Numbered Document Search Criteria Screen**

The screenshot shows the 'Document Search Criteria' window. It has a title bar with 'Document Search Criteria' and three numbered tabs (2, 3, 4). The main area contains 18 numbered fields: 1. Award ID (with sub-fields AGY ID, PIID, and Mod No), 2. Agency ID, 3. PIID, 4. Mod No, 5. Referenced IDV ID, 6. Prepared By (User ID), 7. Contracting Office ID, 8. Contracting Office Name, 9. Vendor Name, 10. NAICS Code, 11. Funding Agency ID, 12. Funding Office ID, 13. Status (dropdown menu), 14. Award/IDV Type (dropdown menu), 15. Action Obligation Range (From/To), 16. Base And All Options Value Range (From/To), 17. Signed Date Range (mm/dd/yyyy) (From/To), 18. Last Modified Date Range (mm/dd/yyyy) (From/To). At the bottom are buttons for Search, Clear, Close, and Help. A note at the bottom states: 'NOTE: The search may take about 5 to 10 minutes to return the results.'

### Field 1: Award ID

This element is composed of three fields used to identify each reported contract as a unique document in FPDS-NG. The fields are:

- AGY ID
- PIID
- Mod No

You must enter information in at least one of the following fields:

- Agency ID
- PIID
- Prepared By (User ID)

### Field 2: Agency ID (Agency ID)

To use this field you must enter at least 2 characters of the agency code plus the % (wildcard). The maximum length of this field is 4 characters. If you do not know the four character code for an agency, click to use a pick list.

### Field 3: PIID (Procurement Instrument Identifier)

This field is a unique identifier for each contract, agreement, or order in FPDS-NG. To search on this field, enter at least 4 characters plus the % wildcard. The maximum length of the PIID is 35 characters. For example, if you know the PIID has the characters GS01P11BWC%, you can add the % to assist in the search. The Advanced Search screen displayed in the following figure has the characters GS01P11BWC% in the PIID field. The example also shows the Agency ID as 97AS.



**Figure 8. Award Search Results Screen**

HOME

ezSearch

Advanced Search

GO

Log Off

Close

Help

AWARD Search Results

20 Documents Found

1 - 10 Of 20

Next

AWARD ID:	4740-GS01P11BWC0006	Doc Type:	DCA
Mod Number:	PO01	Status:	Final
Agency Name:	PUBLIC BUILDINGS SERVICE	Referenced IDV ID:	-
Office Name:	GSA/PUBLIC BUILDINGS SERVICE	NAICS Code:	221210
Vendor Name:	SPRAGUE ENERGY CORP	Base And All Options Value:	\$1237.83
Other AWARD ID:		Action Obligation:	\$0.00
AWARD ID:	4740-GS01P11BWC0006	Doc Type:	DCA
Mod Number:	0	Status:	Final
Agency Name:	PUBLIC BUILDINGS SERVICE	Referenced IDV ID:	-
Office Name:	GSA/PUBLIC BUILDINGS SERVICE	NAICS Code:	221210
Vendor Name:	SPRAGUE ENERGY CORP	Base And All Options Value:	\$15903.00
Other AWARD ID:		Action Obligation:	\$15903.00
AWARD ID:	4740-GS01P11BWC0059	Doc Type:	DCA
Mod Number:	PA02	Status:	Final
Agency Name:	PUBLIC BUILDINGS SERVICE	Referenced IDV ID:	-
Office Name:	GSA/PUBLIC BUILDINGS SERVICE	NAICS Code:	541310
Vendor Name:	BARGMANN HENDRIE & ARCHETYPE, INC.	Base And All Options Value:	\$0.00
Other AWARD ID:		Action Obligation:	\$0.00
AWARD ID:	4740-GS01P11BWC0059	Doc Type:	DCA
Mod Number:	PS01	Status:	Final
Agency Name:	PUBLIC BUILDINGS SERVICE	Referenced IDV ID:	-
Office Name:	GSA/PUBLIC BUILDINGS SERVICE	NAICS Code:	541310
Vendor Name:	BARGMANN HENDRIE & ARCHETYPE, INC.	Base And All Options Value:	\$0.00
Other AWARD ID:		Action Obligation:	\$0.00

Notice that the search returned 4 documents matching the entered criteria. To return fewer documents, use more search fields or a date range on the search criteria screen.

#### Field 4: Mod No (Modification Number)

You can use a Mod number in conjunction with a PIID to find a specific document. The Mod number can be alphanumeric. For any given PIID, the Mod number must be unique. The maximum number of characters that you can enter in this field is 25.


#### Field 5: Referenced IDV (Indefinite Delivery Vehicle) ID

By entering a Referenced IDV PIID in this field, the system will return a list of all task/delivery orders placed against the contract.

#### Field 6: Prepared By (User ID)

FPDS-NG populates the Prepared By field with the user ID of the person logged in when a new document is created. To search for documents prepared by an individual, type their user ID in this field. There is no minimum constraint on this field. The maximum length of this field is 28 characters.


#### Field 7: Contracting Office ID

Contracting Office ID is a variable code not to exceed 6 characters. You can use this office code to find documents in much the same way as you use the Agency ID code. If you do not know this code, use  to look up the contracting office by name. You can also use 2 digits plus % (the wildcard) in this field.


#### Field 8: Contracting Office Name

This information is automatically filled in based on the Contracting Office Code selected.

#### Field 9: Vendor Name

You must enter at least 3 characters in this field. The maximum length of this field is 80 characters. The FPDS-NG vendor table contains only vendors that have registered in the System for Award Management (SAM). If you are not sure how the Vendor Name will appear in FPDS-NG, use  to access a Vendor pick list.

**Field 10: NAICS Code (North American Industry Classification System)**

Use this field to look up awards for a specific NAICS code. If you are not sure of the NAICS, use  to access a look up table for NAICS.

**Field 11: Funding Agency ID**

This is the code for the agency that provided the funding for this transaction.

**Field 12: Funding Office ID**

This is the code provided by the funding agency that identifies the office or other organizational entity that provided the funds for this transaction. If the Funding Agency is not DoD, the code must be valid in the contracting/funding office table. If the Funding Agency is DoD, the code must be valid in the DoD Activity Address Code (DODAAC) table. This is a required field on all actions.

**Field 13: Status**

The Status field defaults to Final. Draft, Error or Void records can be obtained by selecting the appropriate status from the drop down list.

**Field 14: Award/Indefinite Delivery Vehicle Type**

This field defaults to Award. Types of awards include: Purchase Orders (PO), Delivery Orders (DO), BPA Calls, and Definitive Contracts. Types of IDVs include: Government-Wide Acquisition Contract (GWAC), Multi-Agency Contract, Other Indefinite Delivery Contract (IDC), Federal Supply Schedule (FSS), Basic Ordering Agreement (BOA), and Blanket Purchase Agreements (BPA). Select either Both, Award or Indefinite Delivery Vehicle from the drop down.

**Field 15: Action Obligation Range**

Use this field when searching for contracts in specific dollar ranges. To use the search criteria, enter a dollar range, for example: 25,000.00 - 100,000.00.

**Field 16: Base and All Options**

Use this field when searching for contracts in specific dollar ranges. To use the search criteria, enter a dollar range, for example: 5,000.00 - 100,000.00.

**Field 17: Signed Date Range**

Use this field to search for documents that were signed during a specified date range. The Signed Date Range format is mm/dd/yyyy.

**Field 18: Last Modified Date Range**

To search using this criterion, enter the Last Modified Date Range in mm/dd/yyyy format.

**2.11.3 FINDING INFORMATION**


To access a list of information, select  to display a selection screen. For example, if you want to find a reported contract using a vendor name, but you are not sure how the vendor is listed in FPDS-NG, you can use the ellipsis button to access a vendor selection list. The vendor selection screen will display as shown below:

Figure 9. Vendor Selection Screen

**Vendor Selection**

Select	Vendor Name	DUNS Number	Street Address	Street Address2	City	State	ZIP
--------	-------------	-------------	----------------	-----------------	------	-------	-----

0 out of 0 items found.

**Select**      **List Of Vendor Doing Business As Names**

**Find items that match the following criteria:**

Vendor Name:       City:   
DUNS Number:       State:   
Doing Business As Name:       ZIP Code:   
Country Code:

In the vendor selection screen, you can enter the vendor DUNS® NUMBER or a partial name for that vendor. FPDS-NG will generate a list matching your search criteria so you can choose the appropriate vendor name.

In the vendor selection screen shown below, a search is to be performed for the vendor name by entering partial information and a wildcard (Goodwill Industries%). After the criteria are entered, you can select .

Figure 10 Vendor Selection Continued

**Vendor Selection**

Select	Vendor Name	DUNS Number	Street Address
<input checked="" type="radio"/>	GOODWILL INDUSTRIES	042727883	1080 N 7TH S
<input type="radio"/>	GOODWILL INDUSTRIES - KNOXVILLE, INC	074901455	5307 KINGST
<input type="radio"/>	GOODWILL INDUSTRIES BIG BEND INC	080686751	300 MABRY S
<input type="radio"/>	GOODWILL INDUSTRIES INTERNATIONAL, INC.	074799800	15810 INDIAN
<input type="radio"/>	GOODWILL INDUSTRIES OF ACADIANA HOUSING CORPORATION	961221546	5718 CAMER
<input type="radio"/>	GOODWILL INDUSTRIES OF ASHTABULA INC	094505864	621 GOODWIL
<input type="radio"/>	GOODWILL INDUSTRIES OF CENTRAL ALABAMA	078961653	900 AIR BASE
<input type="radio"/>	GOODWILL INDUSTRIES OF CENTRAL ARIZONA, INC.	072460678	2626 W BERY
<input type="radio"/>	GOODWILL INDUSTRIES OF CENTRAL FLORIDA INC	073228728	7531 S ORAN
<input type="radio"/>	GOODWILL INDUSTRIES OF CENTRAL INDIANA INC	006938278	1635 W MICH

87 out of 87 items found.

Select	List Of Vendor Doing Business As Names
<input checked="" type="radio"/>	No Doing Business As Name (DBAN)
<input type="radio"/>	PRODUCTION RESOURCES DIVISION

**Find items that match the following criteria:**

Vendor Name:  City:

DUNS Number:  State:

Doing Business As Name:  ZIP Code:

Country Code:

Buttons: Select, Cancel, Show DBAN, Search, Clear, Help

To choose the vendor Goodwill Industries, select the appropriate radio button ☒ and then select . This populates the vendor name shown below in the Advanced Search screen:

**Figure 11. Document Search Criteria Screen**

**Document Search Criteria**

Avg ID:  PND:  (How to find migrated documents?)

Award ID:

Referenced IDV ID:

Prepared By (User ID):

Contracting Office ID:

Contracting Office Name:

Vendor Name:

NAICS Code:

Funding Agency ID:

Funding Office ID:

Status:

Award/Indefinite Delivery Vehicle Type:

Action Obligation Range: From:  To:

Base And All Options Value Range:

Signed Date Range (mm/dd/yyyy):

Last Modified Date Range (mm/dd/yyyy):

Buttons: Search, Clear, Close, Help

NOTE: The search may take about 5 to 10 minutes to return the results.

Try new ezSearch (BETA)

Select . A list of documents displays as shown will be returned.

**Figure 12. Award Search Results Screen**

HOME

ezSearch

Advanced Search

GO

Log Off

Close

Help

AWARD Search Results

2 Documents Found

1 - 2 Of 2

AWARD ID:

4730-FP0012604

Mod Number:

0

Agency Name:

FEDERAL ACQUISITION SERVICE

Office Name:

GSA/FSS GENERAL PROCUREMENT

Vendor Name:

GOODWILL INDUSTRIES OF SAN JOAQUIN VALLEY INCORPORATED

Other AWARD ID:

Doc Type:

PO

Status:

Final

Referenced IDV ID:

-

NAICS Code:

561910

Base And All Options Value:

\$29817.10

Action Obligation:

\$29817.10

AWARD ID:

4730-FP0012605

Mod Number:

0

Agency Name:

FEDERAL ACQUISITION SERVICE

Office Name:

GSA/FSS GENERAL PROCUREMENT

Vendor Name:

GOODWILL INDUSTRIES OF SAN JOAQUIN VALLEY INCORPORATED

Other AWARD ID:

Doc Type:

PO

Status:

Final

Referenced IDV ID:

-

NAICS Code:

561910

Base And All Options Value:

\$30449.04

Action Obligation:

\$30449.04

2 Documents Found

1 - 2 Of 2

Select the link for the document that you want to view and the system will show you the complete record as it appears in the database.

### 3. LET'S GET STARTED

**NOTE:** For the purposes of this document the definition of CLOD is "Competition Line of Demarcation". The CLOD date is October 31, 2009. Actions signed on or after October 31, 2009, will have the designation of Post CLOD, when appropriate. Action signed before October 31, 2009, will be referred to as Pre CLOD, when appropriate.

Accessing FPDS-NG through the Web Portal will require that you use one of the Internet browsers such as Internet Explorer (Version 6.0 and above), Opera (Version 7.0 and above), Firefox Mozilla (Version 5.0 and above), etc. The URL that you will need to enter is <https://www.fpds.gov>. Press the enter key. You will then be provided with the Log In screen as shown below:

Figure 13. FPDS-NG Partial Log In Screen (Home Page)

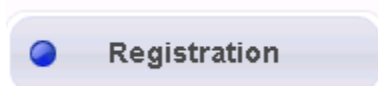
There are seven areas within the Home Logon screen:

**3.1 LOG IN** This is where you will enter your User ID and Password. For security purposes, your password **must** be at least 8 characters with a combination of alpha and numeric characters and at least one special character such as !, @, #, \$, %, \*, & etc. Your password must be changed every 90 days. Government user accounts not used within a 90 day period will become inactive. The FPDS-NG Support Desk cannot re-activate user's accounts. If you have not accessed FPDS-NG for 90 days or more, you will have to contact your Agency FPDS-NG System Administrator to reactivate your account. If you are accessing FPDS-NG through your Contract Writing System (CWS), you will not be logging in as described above. Once you are in your CWS there will be an

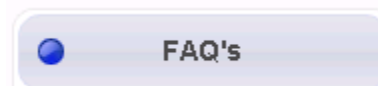


option that interfaces with the FPDS-NG and you will not see the Logon Screen. When this interface function is selected, you will be taken directly into the FPDS-NG Main Navigation Screen as shown in Figure 1.

If the users enter incorrect passwords, the FPDS-NG system will fire the error message “Invalid **username/password**”. If the users enter incorrect passwords, the FPDS-NG Login screen allows the user four attempts to enter the correct password. After the fourth attempt, the users are automatically redirected to the “Forgot Your Password” screen. “Four” is a cumulative number; it is not the number that is calculated on that same day. For example, a user could log into the FPDS-NG system incorrectly a few months ago and that incorrect login attempt would be counted as the first time. Depending on the circumstance you may be asked to enter a Captcha value.



**3.2 REGISTRATION** This segment of the Log In screen explains the registration process and allows both Government and Public users to register for access to FPDS-NG. It should be noted that if you are a Government user and you register via this method, you need to have your Agency FPDS-NG System Administrator set up your User Privileges prior to being able to access the system. Contact your agency system administrator since many agencies have different registration requirements.



**3.3** . This section contains Frequently Asked Questions on the FPDSNG and the ezSearch query function.



**3.4** This section contains link to Recovery.Gov and eGov Initiatives.

**3.5** This section lists the reports that are of the most interest to the Government and the public.

## 4. AWARDS

Figure 14. Function Buttons



**New** - Creates a new entry screen for the Award section.

**Save Draft** - Saves the information in your document. Use this when you report data in the system, whether complete or in part. If you have made changes to the action, please hit the Save Draft button before validating or closing the action. This process will ensure that your data will not be lost.

**Validate** - Determines if there are any errors. Use this when the record is complete. If there are errors, the screen will display error messages at the top of the document. All fields in error status are shown in Red and must be corrected in order to Validate and Approve the action.

**Approve** - Allows you to Approve the document. Use this when the document is error free. The record will then be in final status.

**Correct** - Allows you to fix mistakes in FPDS-NG that do not change the legal intent of the contract action. You can only use this function when a contract action is in final status. **The data dictionary use cases refer to Correct type actions as 'Change'.**

**Modify** - Allows you to prepare a modification to a base record. This button is on the header of your entry screen. You can also use the Modification selection from the main menu under Transactions/Modifications.

**Save Tmpl**

- Allows you to prepare a document to be used as a template for recurring awards. Templates are created to allow you to quickly complete additional records using the same basic contract information.

**Delete**

- Allows you to Delete a record entirely from the system. Nothing is saved in FPDS-NG. However, the PIID may be re-used. FPDS-NG will not allow the user to delete a base record if there are modifications or orders against it.

**Print**

- Allows you to print the document that is currently on the screen.

**Close**

- Closes the current document without saving. The user will see a dialog box asking if the document should be saved.

**Help**

- Provides the user on-line help that includes a glossary. You can also access the help by clicking the Help button at the top right corner of the main FPDS-NG screen.

**NOTE:** The Void functionality has been deprecated from FPDS-NG as of July 10, 2009.

## 4.1 AWARDS COLUMN

An award is a contractual vehicle that cannot have orders placed against it. Use this column when entering the following types of documents: Delivery/Task Order, Purchase Order, Definitive Contract and BPA Call. Awards are accessed via the Navigation screen of the FPDS-NG system as shown in the Awards module. This allows the user to add and modify awards. Awards are divided into four types. See Section 2.4 for definitions.

## TRANSACTION INFORMATION

**Figure 15. Award Transaction Information Section**

Transaction Information			
<b>Award Type:</b>	Definitive Contract	<b>Prepared Date:</b>	07/09/2008 15:52:00
<b>Prepared User:</b>	LHORNSBY		
<b>Award Status:</b>	NEW	<b>Last Modified Date:</b>	
<b>Last Modified User:</b>			

The system automatically generates all of the following information:

- Award Type
- Award Status
- Prepared Date
- Last Modified Date
- Prepared User
- Last Modified User

## 4.1.2 DOCUMENT INFORMATION

**Figure 16. Document Information**

Document Information				
	<b>Agency</b>	<b>Procurement Identifier</b>	<b>Modification No</b>	<b>Trans No</b>
<b>Award ID:</b> *	4700		0	0
<b>Referenced IDV ID:</b>				
<b>Reason For Modification:</b>				
<b>Solicitation ID:</b>				
	<b>Agency Identifier</b>	<b>Main Account</b>	<b>Sub Account</b>	<b>Initiative</b>
<b>Treasury Account Symbol:</b> *				Select One

### 4.1.2.1 AWARD ID

Consists of the Agency [code], Procurement Instrument Identifier, and Modification Number. and the Transaction Number as described below.

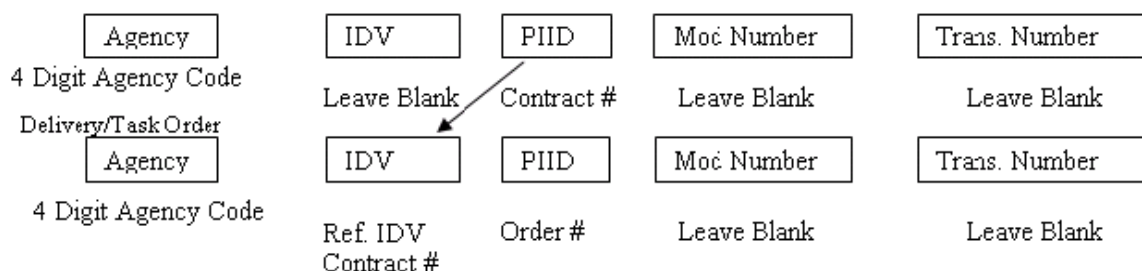
#### 4.1.2.2 AGENCY (Data Dictionary Element 1F)

This data element is required for all awards, Modifications, Changes and Delete for both DoD and Civilian Agencies. It is automatically populated based on the user's log-in information.

#### 4.1.2.3 PIID (PROCUREMENT INSTRUMENT IDENTIFIER) (Data Dictionary Element 1A)

As defined in FAR 4.605(a) this data element is required for all Awards, Modifications, Changes or Delete for both DoD and Civilian Agencies. Enter the unique PIID that identifies your award. The PIID is the contract or order number. Please consult your agency requirements for the numbering scheme. FPDS-NG allows up to 50 characters for this field. Each Agency must use its unique Agency Identifier which can be found in a file located on the FPDS project website (<http://www.fpdsng.com>) under the Downloads tab in the Important Documents section. The file titled Agency PIID Prefix Information lists the valid agency prefixes. See Data Dictionary Element 1A Use Case for appropriate data entry requirements.

PO/DCA/Basic ID#



Validation rule for Field 1A can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158293](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158293)

#### 4.1.2.4 MODIFICATION NUMBER (Data Dictionary Element 1B)

Enter a Modification Number in accordance with your agency's policy, when reporting modifications to contracts, agreements, or orders. This number must be unique for any given PIID. This is a required field for all modifications and can be up to 25 characters. Otherwise, leave blank. See Data Dictionary Element 1B Use Case for appropriate data entry requirements.

Validation Rule 1B can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158294](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158294)

#### 4.1.2.5 TRANSACTION NUMBER (Data Dictionary Element 1D)

This data element is not required for Civilian Agencies. It is required for DoD when completing multiple reports on a single contract action in the limited cases identified in the DFARS where this is required (e.g., actions combining foreign military sales and non-foreign military sales). It is not required for a Change, Modification or Delete for DoD. See Data Dictionary Element 1D Use Case for appropriate data entry requirements.

Validation Rule 1D can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158296](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158296)

#### 4.1.2.6 REFERENCED IDV ID (Data Dictionary Elements 1C, 1G and 1H)

This data element is required for all Delivery/Task orders and BPA calls. It is not required for a DCA, Purchase Order, and a Modification. Enter the contract or agreement number of the IDV against which your order is placed. FPDS-NG allows for up to 50 characters. This data element consists of three parts: The Referenced IDV agency identifier, Referenced IDV PIID and the Referenced IDV Modification Number. See Data Dictionary Element 1C, 1G and 1H Use Case for appropriate data entry requirements.

Validation Rule 1C can be found at the following location:

#### 4.1.2.7 REASON FOR MODIFICATION (Data Dictionary Element 12C)

This field will only be available when performing a modification to an existing contract. Select the appropriate entry from the drop down menu. See Data Dictionary Element 12C Use Case for appropriate data entry requirements.

**NOTE:** When a modification changes the vendor information, i.e., name and/or address, you must select **Novation Agreement**. Otherwise, the system will not allow changes to the vendor information on a Modification. Additionally, 'Transfer Action' is a new entry in the Reason for Modification field. Anyone can select this entry; however, you will not be able to 'Save Draft' if you do not have the Transfer privilege. Rerepresentation reasons should be used when a contract modification exercises an option and the vendor socioeconomic status has changed. For example, a contract was awarded to an 8(a) firm five years ago, the firm graduated from the program three years after award. When the modification is issued to exercise an option, the rerepresentation is required to change the vendor information associated with the award. From that point in time forward, the vendor will no longer show as an 8(a) vendor in FPDS-NG.

The following are additional instructions for these specific Reasons for Modification:

- (1) Use the Termination for Default (complete or partial) value to report Termination for Cause actions on contracts for commercial items;
- (2) Use the Transfer Action value to transfer the "ownership" of a contract to a new contract office. Transfer Action is not to be used when only delegating contract administration subject to FAR Subpart 42.2. Follow the instructions in Appendix D for reporting these transactions;
- (3) Follow the instructions in Appendix D for reporting Novation Agreements, Rerepresentations, and Rerepresentations of Non-Novated Mergers/Acquisitions.

Short descriptions for the entries are as follows:

Code	Short Description
A	Additional Work (new agreement, FAR part 6 applies)
B	Supplemental Agreement for work within scope
C	Funding Only Action
D	Change Order
E	Terminate for Default (complete or partial)
F	Terminate for Convenience (complete or partial)
G	Exercise an Option
H	Definitize Letter Contract
J	Novation Agreement
K	Close Out
L	Definitize Change Order
M	Other Administrative Action
N	Legal Contract Cancellation
P	Rerepresentation of Non-Novated Merger/Acquisition
R	Rerepresentation
S	Change PIID
T	Transfer Action
V	Vendor DUNS Change
W	Vendor Address Change
X	Terminate for Cause

Validation Rule 12C can be found at the following location:

#### 4.1.2.8 SOLICITATION ID (Data Dictionary Element 1E)

The data element is optional for all Awards for both DoD and Civilian and populates on Modifications. Enter the solicitation number found in FedBizOpps in this field, if required. See Data Dictionary Element 1E Use Case for appropriate data entry requirements.

Validation Rule 1E can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158297](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158297)

#### 4.1.2.9 TREASURY ACCOUNT SYSTEM (TAS) - (DATA ELEMENT 6SG THRU 6SI)

The data element is required if the Action Obligation is more than or less than zero \$0.00

**6SG)** - The data element "Treasury Account Symbol Main Account" is required on all documents if the Action Obligation is more than or less than zero '\$0.00'. It is required on all American Recovery and Reinvestment Act actions irrespective of the Action Obligation. If you do not know your Treasury Account Symbol (TAS) please contact your budget/finance office.

**(6SH)** - The data element "Treasury Account Symbol Sub Account" is required when the only entry for that Agency and Main Account includes a Sub Account.

**(6SI)** - The data element "Treasury Account Symbol Initiative" has a drop down with 'American Recovery and Reinvestment Act' as the only value that can be selected. If this action is not 'American Recovery and Reinvestment Act' leave it as 'Select One'. Through Business Services, the users can send only 'ARRA' in the 'initiative' XML tag.

The Treasury Account Symbol (consisting of Agency Identifier, Main Account Code and Sub Account Code) has to be valid.

This data element is also used to identify if the funds were part of the American Recovery and Reinvestment Act. If you do not know your Treasury Account Symbol (TAS) please contact your budget/finance office.

**Note:** If you are trying to update the "Initiative" or "Treasury Account Symbol" fields through Business Services using the 'update' or 'correct' request;

Send all the values for each of the following within 'listOfTreasuryAccounts' XML tag: "Treasury Account Symbol Agency Identifier", "Main Account Code", "Sub Account Code", and "Initiative".

## 4.2 DATES AND AMOUNTS SECTION

Figure 17. Dates

Dates		Amounts	
Date Signed (mm/dd/yyyy) *	<input type="text"/>	Action Obligation: *	\$0.00
Effective Date (mm/dd/yyyy) *	<input type="text"/>	Base And Exercised Options Value: *	\$0.00
Completion Date (mm/dd/yyyy) *	<input type="text"/>	Base And All Options Value: *	\$0.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	<input type="text"/>	Fee Paid for Use of IDV:	\$0.00

Dates are to be entered in the mm/dd/yyyy format. For example, 12/19/2008.

#### **4.2.1 DATE SIGNED (Data Dictionary Element 2A)**

This data element is required for all Awards and Modifications for both Civilian Agencies and DoD. The date signed is when a mutually binding agreement is reached as specified below:

- For funded actions, the date signed is the date funds were obligated.
- For awards that will be funded at a future date, the award date is the date signed by the contracting officer.
- For basic agreements or IDVs, for which there is no funding on the basic document, the award date is the date mutually agreed upon by the contracting officer and the contractors.

**NOTE:** All FPDS-NG standard reports, unless otherwise stated in the report criteria, will use the Date Signed. See Data Dictionary Element 2A Use Case for appropriate data entry requirements.

Validation Rule 2A can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158302](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158302)

#### **4.2.2 EFFECTIVE DATE (Data Dictionary Element 2B)**

This data element is required for all Awards and Modifications for both Civilian Agencies and DoD. This is the date that the Period of Performance starts. This can be the same date as the Date Signed or later. The effective date CANNOT be earlier than the date signed. Apply agency rules regarding Effective Date and Date Signed. See Data Dictionary Element 2B Use Case for appropriate data entry requirements.

See Validation Rule 2B can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158303](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158303)

#### **4.2.3 COMPLETION DATE (Data Dictionary Element 2C)**

This data element is required for all Awards and Modifications for both Civilian Agencies and DoD. This field is defined as the end of the base contract plus any exercised options. Completion Date must be less than or equal to Estimated Ultimate Completion Date. See Data Dictionary Element 2C Use Case for appropriate data entry requirements.

Validation Rule 2C can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158304](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158304)

#### **4.2.4 ESTIMATED ULTIMATE COMPLETION DATE (Data Dictionary Element 2D)**

The data element is required for all Awards and Modifications for both Civilian Agencies and DoD. This field represents the estimated or scheduled completion date, including the base contract or order and all options (if any) whether the options have been exercised or not. For delivery orders, this refers to the delivery order completion only, not the referenced indefinite delivery vehicle. See Data Dictionary Element 2D Use Case for appropriate data entry requirements.

Validation Rule 2D can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158305](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158305)

#### **4.2.5 ACTION OBLIGATION (Data Dictionary Element 3C)**

This data is required for all Awards and Modifications. Enter the net amount of funds (in dollars and cents) obligated or deobligated by this transaction. If the net amount is zero, enter zero. If the net amount is a deobligation, enter a minus sign at the beginning of the amount. See Data Dictionary Element 3C Use Case for appropriate data entry requirements.

Validation Rule 3C can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158310](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158310)

#### **4.2.6 BASE AND EXERCISED OPTIONS VALUE (Data Dictionary Element 3B)**

This data element required on all Awards and Modification. Enter the contract value for the base contract and any options/modifications that have been exercised. See Data Dictionary Element 3B Use Case for appropriate data entry requirements.



Validation Rule 3B can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158309](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158309)

#### 4.2.7 BASE AND ALL OPTIONS VALUE (Data Dictionary Element 3A)

This data element is required for all Awards and Modifications. Enter the mutually agreed upon total contract or order value including all options (if any). For modifications, this is the change (positive or negative, if any) in the mutually agreed upon total contract value. See Data Dictionary Element 3A Use Case for appropriate data entry requirements.

Validation Rule 3A can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158308](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158308)

#### 4.3 REPORTING DOLLAR AMOUNTS IN FPDS-NG

The FAR states you must report modifications to actions that change previously reported contract action report data, regardless of dollar value. When zero dollar Modifications are reported, the system automatically defaults to \$0.00.

The following examples are scenarios for completing the dollar fields in FPDS-NG. Please note that the dollars in the Action Obligation, Base and Exercised Option Value and Base and All Options are calculated in the order in which they are entered into the system. The total values will reflect the latest modification by the date that the award was finalized or corrected.

##### 4.3.1 EXAMPLE 1: ADDING A \$50,000 PURCHASE ORDER

In Figure 18, the user is reporting a purchase order for \$50,000 in FPDS-NG.

Figure 18. Adding a \$50,000 Purchase Order

<div> <div>New</div> <div>Save Draft</div> <div>Validate</div> <div>Approve</div> <div>Correct</div> <div>Modify</div> <div>Save Tmplt</div> <div>Delete</div> <div>Print</div> </div> <div> <div>Close</div> <div>Help</div> </div>				
<b>Transaction Information</b>				
Award Type: Purchase Order		Prepared Date: 10/11/2010 10:31:20	Prepared User: LHORNSBY	
Award Status: NEW		Last Modified Date:	Last Modified User:	
<b>Document Information</b>				
Award ID:	Agency	Procurement Identifier	Modification No	Trans No
4700			0	0
Referenced IDV ID:				
Reason For Modification:				
Solicitation ID:				
	Agency Identifier	Main Account	Sub Account	Initiative
Treasury Account Symbol:				Select One

Dates		Amounts	
Date Signed (mm/dd/yyyy):	08/01/2005	Action Obligation:	\$50,000.00
Effective Date (mm/dd/yyyy):	08/01/2005	Base And Exercised Options Value:	\$50,000.00
Completion Date (mm/dd/yyyy):	09/30/2005	Base And All Options Value:	\$50,000.00
Est. Ultimate Completion Date (mm/dd/yyyy):	09/30/2005	Fee Paid for Use of IDV:	\$0.00

Action Obligation	Input \$50,000.00
Base and Exercised Options Value	Input \$50,000.00
Base and all Options Value	Input \$50,000.00

In this example, the user is reporting a \$5,000 modification to the original \$50,000 purchase order in FPDS-NG. **Figure 19** shows an obligation of \$5,000.00 entered in the Current column. The Total column will continue to reflect the previous amount until Save Draft is selected.

### Figure 19. \$5,000 Modification

<input type="button" value="New"/> <input type="button" value="Save Draft"/> <input type="button" value="Validate"/> <input type="button" value="Approve"/> <input type="button" value="Correct"/> <input type="button" value="Modify"/> <input type="button" value="Save Tmpl"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>				
<input type="button" value="Close"/> <input type="button" value="Help"/>				
<b>Transaction Information</b>				
<b>Award Type:</b> Purchase Order		<b>Prepared Date:</b> 10/11/2010 10:16:45		<b>Prepared User:</b> LHORNSBY
<b>Award Status:</b> NEW		<b>Last Modified Date:</b>		<b>Last Modified User:</b>
<b>Document Information</b>				
	<b>Agency</b>	<b>Procurement Identifier</b>	<b>Modification No</b>	<b>Trans No</b>
<b>Award ID:</b> *	4700		0	0
<b>Referenced IDV ID:</b>				
<b>Reason For Modification:</b>				
<b>Solicitation ID:</b>				
	<b>Agency Identifier</b>	<b>Main Account</b>	<b>Sub Account</b>	<b>Initiative</b>
<b>Treasury Account Symbol:</b> *				Select One

Dates	Amounts		
<b>Date Signed</b>	12/01/2007		
<b>Effective Date</b>	12/01/2007		
<b>Completion Date</b>	05/07/2008		
<b>Est. Ultimate Completion Date</b>	05/07/2008		
	<b>Action Obligation:</b> *	Previous	Current
	<b>Base And Exercised Options Value:</b> *	\$50,000.00	\$5,000.00
	<b>Base And All Options Value:</b> *	\$50,000.00	\$5,000.00
	<b>Fee Paid for Use of IDV:</b>	\$0.00	
			<b>Total</b>
			\$55,000.00
			\$55,000.00
			\$55,000.00

Action Obligation	Input \$5,000.00
Base and Exercised Options Value	Input \$5,000.00
Base and all Options Value	Input \$5,000.00

When the document is saved, validated and approved, the final screen shown in **Figure 21** will reflect the new total of \$55,000.

### Figure 20. Final Total

Dates		Amounts	
Date Signed (mm/dd/yyyy): *	08/05/2005	Action Obligation: *	\$55,000.00
Effective Date (mm/dd/yyyy): *	08/30/2005	Base And Exercised Options Value: *	\$55,000.00
Completion Date (mm/dd/yyyy): *	09/30/2005	Base And All Options Value: *	\$55,000.00
Est. Ultimate Completion Date (mm/dd/yyyy): *	09/30/2005	Fee Paid for Use of IDV:	\$0.00

### 4.3.3 EXAMPLE 3: NEW \$10,000 CONTRACT

This example shows a new contract for \$10,000 with four one-year options at \$12,500 each year. The initial award is a \$10,000 obligation. The **Base and Exercised Options Value** also shows \$10,000, while the **Base and All Options Value** shows the total of \$60,000.

### Figure 21. \$10,000 Contract

Dates		Amounts	
Date Signed (mm/dd/yyyy) *	5/10/2005	Action Obligation: *	\$10000.00
Effective Date (mm/dd/yyyy) *	05/12/2005	Base And Exercised Options Value: *	\$10000.00
Completion Date (mm/dd/yyyy) *	09/30/2006	Base And All Options Value: *	\$60000.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	09/30/2009	Fee Paid for Use of IDV:	\$0.00

Action Obligation Input \$10,000.00  
Base and Exercised Options Value Input \$10,000.00  
Base and all Options Value Input \$60,000.00

#### 4.3.4 EXAMPLE 4: EXISTING CONTRACT FOR \$200,000

Figure 22 shows an existing contract awarded for \$200,000 with Base and All Options totaling \$425,000.

Figure 22. Existing Contract for \$200,000

Dates		Amounts	
Date Signed (mm/dd/yyyy) *	05/01/2005	Action Obligation: *	\$200,000.00
Effective Date (mm/dd/yyyy) *	06/01/2005	Base And Exercised Options Value: *	\$200,000.00
Completion Date (mm/dd/yyyy) *	05/31/2006	Base And All Options Value: *	\$425,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	05/31/2008	Fee Paid for Use of IDV:	\$0.00
Purchaser Information			
Contracting Office Agency ID: *	4745	Contracting Office Agency Name:	OFFICE OF GOVERNMENTWIDE POLICY
Contracting Office ID: *	PD000	Contracting Office Name:	GSA/OFC GOVERNMENTWIDE POLICY

Figure 23 shows a new work modification for \$75,000 that also has a Required completion date earlier than the base Ultimate Completion Date.

Figure 23. Modification to Add \$75,000

Dates		Amounts			
Date Signed (mm/dd/yyyy) *	06/25/2005		Previous	Current	Total
Effective Date (mm/dd/yyyy) *	07/01/2005	Action Obligation: *	\$200,000.00	75000	\$200,000.00
Completion Date (mm/dd/yyyy) *	05/31/2006	Base And Exercised Options Value: *	\$200,000.00	75000	\$200,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	05/31/2006	Base And All Options Value: *	\$425,000.00	75000	\$425,000.00
Date (mm/dd/yyyy) *		Fee Paid for Use of IDV:	\$0.00		

When the document is saved, validated, and approved the final screen shown in Figure 24 will reflect the new total obligation and current value of \$275,000. This modification also increases the Base and All Options Value to \$500,000.

Figure 24. Validated and Approved for \$75,000

Dates		Amounts		
Date Signed (mm/dd/yyyy) *	06/25/2005		Current	Total
Effective Date (mm/dd/yyyy) *	07/01/2005	Action Obligation: *	\$75,000.00	\$275,000.00
Completion Date (mm/dd/yyyy) *	05/31/2006	Base And Exercised Options Value: *	\$75,000.00	\$275,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	05/31/2006	Base And All Options Value: *	\$75,000.00	\$500,000.00
		Fee Paid for Use of IDV:	\$0.00	

#### 4.3.5 EXAMPLE 5: CREATING A MODIFICATION TO EXERCISE AN OPTION YEAR

Figure 25 shows an example of creating a Modification to Exercise an Option Year in the amount of \$150,000.

Figure 25. Option for 150,000

Dates		Amounts			
Date Signed			Previous	Current	Total
(mm/dd/yyyy) *	08/12/2005	Action Obligation: *	\$275,000.00	\$150,000.00	\$425,000.00
Effective Date	08/12/2005	Base And Exercised Options Value: *	\$275,000.00	\$150,000.00	\$425,000.00
(mm/dd/yyyy) *		Base And All Options Value: *	\$500,000.00	\$0.00	\$500,000.00
Completion Date	09/30/2006				
(mm/dd/yyyy) *					
Est. Ultimate Completion Date	09/30/2009	Fee Paid for Use of IDV: *	\$0.00		
(mm/dd/yyyy) *					

When the document is saved, validated and approved, the final screen shown in **Figure 26** will reflect the new total obligation and current value of \$425,000.

**Figure 26. Validated and Approved for \$150,000**

Dates		Amounts			
Date Signed			Current	Total	
(mm/dd/yyyy) *	08/12/2005	Action Obligation: *	\$150,000.00	\$425,000.00	
Effective Date	08/12/2005	Base And Exercised Options Value: *	\$150,000.00	\$425,000.00	
(mm/dd/yyyy) *		Base And All Options Value: *	\$0.00	\$500,000.00	
Completion Date	09/30/2006				
(mm/dd/yyyy) *					
Est. Ultimate Completion Date	09/30/2009	Fee Paid for Use of IDV: *	\$0.00		
(mm/dd/yyyy) *					

Action Obligation	Input \$150,000.00
Base and Exercised Options Value	Input \$150,000.00
Base and all Options Value	Input \$0.00

#### 4.3.6 EXAMPLE 6: ISSUING MODIFICATIONS FOR \$225,000/\$25,000

**Figure 27** shows a contract awarded for \$500,000.

**Figure 27. New Contract with \$500,000 in Obligations**

Dates		Amounts			
Date Signed					
(mm/dd/yyyy) *	07/05/2005	Action Obligation: *		\$500,000.00	
Effective Date	07/15/2005	Base And Exercised Options Value: *		\$500,000.00	
(mm/dd/yyyy) *		Base And All Options Value: *		\$500,000.00	
Completion Date	07/14/2006				
(mm/dd/yyyy) *					
Est. Ultimate Completion Date	07/14/2008	Fee Paid for Use of IDV: *		\$0.00	
(mm/dd/yyyy) *					

Action Obligation	Input \$500,000.00
Base and Exercised Options Value	Input \$500,000.00
Base and All Options Value	Input \$500,000.00

**Figure 28** shows the user issuing a modification in the amount of \$225,000.

**Figure 28. Modification for \$225,000**

Dates		Amounts			
Date Signed			Previous	Current	Total
(mm/dd/yyyy) *	09/15/2005	Action Obligation: *	\$500,000.00	\$225,000.00	\$725,000.00
Effective Date	09/15/2005	Base And Exercised Options Value: *	\$500,000.00	\$225,000.00	\$725,000.00
(mm/dd/yyyy) *		Base And All Options Value: *	\$500,000.00	\$225,000.00	\$725,000.00
Completion Date	09/30/2006				
(mm/dd/yyyy) *					
Est. Ultimate Completion Date	09/30/2006	Fee Paid for Use of IDV: *	\$0.00		
(mm/dd/yyyy) *					

After creating the modification for \$225,000 the user has validated and approved the modification in **Figure 29**.

**Figure 29. Validate and Approve for \$225,000**

Dates		Amounts		
Date Signed (mm/dd/yyyy) :	07/18/2005		Current	Total
Effective Date (mm/dd/yyyy) :	07/19/2005	Action Obligation:	\$225,000.00	\$725,000.00
Completion Date (mm/dd/yyyy) :	07/14/2006	Base And Exercised Options Value:	\$225,000.00	\$725,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	07/14/2008	Base And All Options Value:	\$225,000.00	\$725,000.00
		Fee Paid for Use of IDV:	\$0.00	

An additional modification for \$25,000 is added to the existing total obligated value of \$725,000 for a new total of \$750,000 in **Figure 30**.

**Figure 30. Modification for an Additional \$25,000**

Dates		Amounts			
Date Signed (mm/dd/yyyy) :	09/13/2005		Previous	Current	Total
Effective Date (mm/dd/yyyy) :	09/13/2005	Action Obligation:	\$725,000.00	\$25,000.00	\$750,000.00
Completion Date (mm/dd/yyyy) :	09/30/2006	Base And Exercised Options Value:	\$725,000.00	\$25,000.00	\$750,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	09/30/2006	Base And All Options Value:	\$725,000.00	\$25,000.00	\$750,000.00
		Fee Paid for Use of IDV:	\$0.00		

After creating the modification for \$25,000 the user has validated and approved the modification in **Figure 31**

**Figure 31. Validated and Approved for \$25,000**

Dates		Amounts		
Date Signed (mm/dd/yyyy) :	08/12/2005		Current	Total
Effective Date (mm/dd/yyyy) :	08/12/2005	Action Obligation:	\$25,000.00	\$750,000.00
Completion Date (mm/dd/yyyy) :	12/14/2006	Base And Exercised Options Value:	\$25,000.00	\$750,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	12/14/2008	Base And All Options Value:	\$25,000.00	\$750,000.00
		Fee Paid for Use of IDV:	\$0.00	

#### 4.3.7 EXAMPLE 7: MODIFICATION DEOBLIGATING \$5,000

**Figure 32** shows a delivery order for \$50,000.

**Figure 32. Delivery Order for \$50,000**

General Information						
Award Type:	Delivery/Task Order		Agy	PHID	Mod No	Trans No
Award Status:	Draft		Award ID:	4735	GST0205DL6114	0
Prepared By:	MDNEARY@GSA.GOV		Referenced IDV ID:	4730	GS35F0001K	0
Prepared Date:	08/09/2005 13:38:20		Reason For Modification:			
Last Modified By:	MDNEARY@GSA.GOV		Solicitation ID:			
Last Modified Date:	08/09/2005 13:38:56					
Dates			Amounts			
Date Signed (mm/dd/yyyy) :	05/30/2005		Action Obligation:	\$50,000.00		
Effective Date (mm/dd/yyyy) :	05/31/2005		Base And Exercised Options Value:	\$50,000.00		
Completion Date (mm/dd/yyyy) :	05/30/2006		Base And All Options Value:	\$50,000.00		
Est. Ultimate Completion Date (mm/dd/yyyy) :	05/30/2008		Fee Paid for Use of IDV:	\$0.00		

**Figure 33** shows the modification deobligating \$5,000.00.

**Figure 33. Modification Deobligating \$5,000**

Dates		Amounts			
Date Signed (mm/dd/yyyy) :	07/01/2005		Previous	Current	Total
Effective Date (mm/dd/yyyy) :	07/01/2005	Action Obligation:	\$50,000.00	-\$5,000.00	\$45,000.00
Completion Date (mm/dd/yyyy) :	09/30/2006	Base And Exercised Options Value:	\$50,000.00	-\$5,000.00	\$45,000.00
Est. Ultimate Completion Date (mm/dd/yyyy) :	09/30/2008	Base And All Options Value:	\$50,000.00	-\$5,000.00	\$45,000.00
		Fee Paid for Use of IDV:	\$0.00		



Figure 34 shows the results of a \$5,000.00 deobligation in the delivery order amount.

Figure 34. Validated and Approved Deobligation for \$5,000

Dates		Amounts		
Date Signed (mm/dd/yyyy): <sup>*</sup>	06/16/2005		Current	Total
Effective Date (mm/dd/yyyy): <sup>*</sup>	06/16/2005	Action Obligation: <sup>*</sup>	-\$5,000.00	\$45,000.00
Completion Date (mm/dd/yyyy): <sup>*</sup>	05/30/2006	Base And Exercised Options Value: <sup>*</sup>	-\$5,000.00	\$45,000.00
Est. Ultimate Completion Date (mm/dd/yyyy): <sup>*</sup>	05/30/2008	Base And All Options Value: <sup>*</sup>	-\$5,000.00	\$45,000.00
		Fee Paid for Use of IDV: <sup>*</sup>	\$0.00	

#### 4.3.8 EXAMPLE 8: INCREMENTAL FUNDING

Figure 35 through Figure 39 are examples of Incremental Funding. The contract is for one year, and the Base and All Options Value is \$500,000. The initial obligation is \$200,000 with incremental funding of \$100,000.

Figure 35. Incremental Funding

Dates		Amounts	
Date Signed (mm/dd/yyyy): <sup>*</sup>	05/15/2004	Action Obligation: <sup>*</sup>	\$200,000.00
Effective Date (mm/dd/yyyy): <sup>*</sup>	06/01/2004	Base And Exercised Options Value: <sup>*</sup>	\$500,000.00
Completion Date (mm/dd/yyyy): <sup>*</sup>	05/31/2005	Base And All Options Value: <sup>*</sup>	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy): <sup>*</sup>	05/31/2005	Fee Paid for Use of IDV: <sup>*</sup>	\$0.00
<b>Purchaser Information</b>			
Contracting Office Agency ID: <sup>*</sup>	4740	Contracting Office Agency Name:	PUBLIC BUILDINGS SERVICE
Contracting Office ID: <sup>*</sup>	8W000	Contracting Office Name:	GSA/PUBLIC BUILDINGS SERVICE
Funding Agency ID: <sup>*</sup>			
Funding Office ID: <sup>*</sup>			

Figure 36 shows the first incremental obligation of \$100,000 after initial award obligation.

Figure 36. Incremental Funding for \$100,000

Dates		Amounts			
Date Signed (mm/dd/yyyy): <sup>*</sup>	09/01/2005		Previous	Current	Total
Effective Date (mm/dd/yyyy): <sup>*</sup>	09/01/2005	Action Obligation: <sup>*</sup>	\$200,000.00	\$100,000.00	\$300,000.00
Completion Date (mm/dd/yyyy): <sup>*</sup>	06/30/2006	Base And Exercised Options Value: <sup>*</sup>	\$500,000.00	\$0.00	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy): <sup>*</sup>	06/30/2008	Base And All Options Value: <sup>*</sup>	\$500,000.00	\$0.00	\$500,000.00
		Fee Paid for Use of IDV: <sup>*</sup>	\$0.00		

Figure 37 shows the validated and approved initial incremental funding obligation of \$100,000.

Figure 37. Validated and Approved for \$100,000

Dates		Amounts		
Date Signed (mm/dd/yyyy): <sup>*</sup>	09/01/2005		Current	Total
Effective Date (mm/dd/yyyy): <sup>*</sup>	09/01/2005	Action Obligation: <sup>*</sup>	\$100,000.00	\$300,000.00
Completion Date (mm/dd/yyyy): <sup>*</sup>	06/30/2006	Base And Exercised Options Value: <sup>*</sup>	\$0.00	\$500,000.00
Est. Ultimate Completion Date (mm/dd/yyyy): <sup>*</sup>	06/30/2008	Base And All Options Value: <sup>*</sup>	\$0.00	\$500,000.00
		Fee Paid for Use of IDV: <sup>*</sup>	\$0.00	

Figure 38. Incremental Funding of Mod #2



Dates		Amounts			
Date Signed	09/15/2005		Previous	Current	Total
(mm/dd/yyyy) *		Action Obligation:*	\$300,000.00	\$100,000.00	\$400,000.00
Effective Date	09/15/2005				
(mm/dd/yyyy) *		Base And Exercised Options Value:*	\$500,000.00	\$0.00	\$500,000.00
Completion Date	06/30/2006				
(mm/dd/yyyy) *		Base And All Options Value:*	\$500,000.00	\$0.00	\$500,000.00
Est. Ultimate Completion Date	06/30/2006				
(mm/dd/yyyy) *		Fee Paid for Use of IDV:	\$0.00		

Figure 39 shows the final \$100,000 incremental funding obligation against the contract.

Figure 39 Final Obligation for \$100,000

Dates		Amounts		
Date Signed			Current	Total
(mm/dd/yyyy) *	06/05/2004	Action Obligation:*	\$100,000.00	\$500,000.00
Effective Date	06/05/2004	Base And Exercised Options Value:*	\$0.00	\$500,000.00
(mm/dd/yyyy) *		Base And All Options Value:*	\$0.00	\$500,000.00
Completion Date	06/30/2005			
(mm/dd/yyyy) *				
Est. Ultimate Completion Date	06/30/2005	Fee Paid for Use of IDV:	\$0.00	
(mm/dd/yyyy) *				

#### 4.4 FEE PAID FOR USE OF IDV (Data Dictionary Element 5J)

This data element is required on Delivery/Task Orders for both Civilian Agencies and DoD. It is also required for BPA Calls and Not Applicable for a DCA and a PO. The agency placing the order will enter the dollar value of the fee charged for this action. See Data Dictionary Element 5J Use Case for appropriate data entry requirements.

There is no formal Validation Rule for 5J.

Figure 40. Fee Paid Screen

Fee Paid for Use of IDV:	\$0.00
--------------------------	--------

#### 4.5 PURCHASER INFORMATION

Figure 41. Purchaser Information

Purchaser Information	
Contracting Office Agency ID:*	4700 ... Contracting Office Agency Name: GENERAL SERVICES ADMINISTRATION
Contracting Office ID:*	... Contracting Office Name:
Funding Agency ID:*	... Funding Agency Name:
Funding Office ID:*	... Funding Office Name:
Foreign Funding:*	Select One

##### 4.5.1 CONTRACTING OFFICE AGENCY ID (Data Dictionary Element 4A)

FPDS-NG automatically populates this field based on the user's profile. This code cannot be changed when the document is in final status unless you issue a modification to specifically transfer responsibility to another office. See Data Dictionary Element 4A Use Case for appropriate data entry requirements.

Validation Rule 4A can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158312](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158312)

##### 4.5.2 CONTRACTING OFFICE AGENCY NAME

This data element is required for all Awards for both Civilian Agencies and DoD. FPDS-NG automatically populates this field based on the name associated with the Contracting Office Agency ID.

#### **4.5.3 CONTRACTING OFFICE ID (Data Dictionary Element 4B)**

This data element is required for all Awards, IDVs and Modifications for both Civilian Agencies and DoD. This field may be pre-populated based upon your user profile. If not, enter the Contracting Office code that identifies your contracting office. Your agency system administrator or a designated individual maintains the list of valid contracting offices.

Validation Rule 4B can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158313](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158313)

#### **4.5.4 CONTRACTING OFFICE NAME**

FPDS-NG automatically populates this field based on the name associated with the Contracting Office ID from the list maintained within FPDS-NG by the agency.

#### **4.5.5 FUNDING AGENCY ID (Data Dictionary Element 4C)**

This data element is required for all actions for both Civilian Agencies and DoD. Enter the code on each action which identifies the agency that provided the obligated funds. It is not required for a Change or Delete for both Civilian Agencies and DoD. See Data Dictionary Element 4C Use Case for appropriate data entry requirements.

Validation rule 4C can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158314](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158314)

#### **4.5.6 FUNDING AGENCY NAME**

FPDS-NG automatically populates the agency name based on the agency code entered in the Funding Agency ID.

#### **4.5.7 FUNDING OFFICE ID (Data Dictionary Element 4D)**

This data element is required for all Civilian Agencies and DoD Awards and Modifications. Do not enter a code unless it is a valid funding office code in the FPDS-NG Contracting Office/Funding Office Lookup Table for the agency. If Program/Funding Agency is DoD, the Program/Funding Office Code must be a DoD Activity Address Code (DoDAAC) that aligns to the code provided in the Funding Agency ID. The Program/Funding Office Code is NOT the payment office (such as DFAS), it is the requiring organization providing the preponderance of funding for the contract action. If another agency provided the funds for the award, their four digit agency code should be entered in this field. This field is important because the Small Business Goaling Report is based on Funding Agency. See Data Dictionary Element 4D Use Case for appropriate data entry requirements.

Validation Rule 4D can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158315](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158315)

#### **4.5.8 FUNDING OFFICE NAME**

FPDS-NG automatically populates the office name based on the funding/contracting office code entered in the Funding Office ID.

#### **4.5.9 FOREIGN FUNDING (Data Dictionary Element 4F)**

This data element is required for all Awards, Modifications and Changes and is not required for Delete, for both Civilian Agencies and DoD. This field indicates if the contract action was funded by a foreign entity. Select the appropriate entry from the following drop down list. See Data Dictionary Element 4F Use Case for appropriate data entry requirements.

Definitions for the entries are as follows:

Code	Short Description	Long Description
A	Foreign Funds FMS	Report this code if a foreign government or international organization bears some of the cost of the acquisition through Foreign Military Sales.
B	Foreign Funds non-FMS	Report this code if a foreign government or international organizations bears some cost of the acquisition by means other than Foreign Military Sales.
X	Not Applicable	Report this code if a foreign government or international organization does not bear any of the cost of the acquisition.

There is no formal Validation Rule for 4F.

Validation Rule 4E can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158316](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158316)

## 4.6 CONTRACTOR INFORMATION

Figure 42. Contractor Information

### 4.6.1 SYSTEM FOR AWARD MANAGEMENT (SAM) EXCEPTION (Data Dictionary Element 9J)

All vendors must have a DUNS® NUMBER. All vendors are required to register in the SAM database unless one of the exceptions applies. These exceptions are outlined in FAR 4.1102 (a) (1) - (6). If a SAM Exception is selected for the award, choose one of the following from the drop down menu:

- Awards made to foreign vendors for work performed outside the United States, if it is impractical to obtain SAM registration.
- Classified Contracts (FAR 2.101) when registration in the SAM database, or use of SAM data, could compromise the safeguarding of classified information or national security.
- Contracting Officers deployed in the course of military operations, including but not limited to contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(7).
- Contracting Officers conducting emergency operations, such as: responses to natural or environmental disasters, and national or civil emergencies. For example, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42.U.S.C. 5121).
- Contracts to support unusual or compelling needs (see FAR 6.302-2).
- Government-wide Commercial Purchase Card used as both the purchasing and payment mechanism, as opposed to using the purchase card only as a payment method.
- Micro-purchases that do not use the EFT method for payment and are not required to be reported (see FAR 4.6).

The data is populated from the parent contract for Delivery/Task orders and BPA Calls.

**NOTE:** Even if an exception is authorized, you must enter a DUNS® NUMBER. If you choose an exception, the vendor information fields open for manual data entry. Therefore, in addition to completing the name, address, and DUNS® NUMBER information, You must check all of the appropriate Business Type, Socioeconomic, Line of Business, Relationship with Federal Government, Other Government Entities, Organization Factors, Educational Entities, and Certification fields which will appear on the screen once an exception is selected. **If the vendor DUNS® NUMBER is in the SAM, whether generic or actual, the system will not allow an exception. An error message will appear upon saving the document.**

See Data Dictionary Element 9J Use Case for appropriate data entry requirements.

Validation Rule 9J can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158362](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158362)

#### 4.7 DUNS® NUMBER. (Data Dictionary Element 9A)

This data element is required for Awards and IDVs for both Civilian Agencies and DoD. The data is populated from the parent contract for Delivery/Task Orders and BPA Calls. It is not required on Modifications for either Civilian Agencies or DoD. The DUNS® NUMBER is a 9 digit code issued to an individual or business by Dun & Bradstreet. The contractor must be registered in the System for Award Management (SAM) database. **NOTE:** You must have a DUNS® NUMBER or you cannot complete a contract action report in FPDS-NG. See Data Dictionary Element 9A Use Case for appropriate data entry requirements.

There are two types of DUNS® NUMBER, Individual or Vendor, and Generic DUNS® Numbers.

- Individual or Vendor DUNS® NUMBER - The vendor obtains a DUNS® NUMBER through Dun and Bradstreet and enters it into SAM. FPDS-NG uses the DUNS number provided by the user reporting the contract action report to access the vendor information registered in SAM.
- Generic DUNS® NUMBER - The government has established a small subset of 'Generic' DUNS numbers registered with Dun & Bradstreet and SAM, which may be used in limited circumstances according to your agency procedures. Contact your agency system administrator regarding questions on your agency's use of generic DUNS. When you use a generic DUNS number, FPDS-NG will populate the vendor name and address related to that generic DUNS number registered in SAM. The use of generic DUNS numbers obscures the identification of the actual contractor, and should therefore be used sparingly so as not to limit transparency to the public.

Validation Rule 9A can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158357](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158357)

The following information is automatically populated from SAM unless a SAM exception is used.

- VENDOR NAME
- DBAN (DOING BUSINESS AS NAME)
- STREET
- STREET 2
- CITY
- STATE
- ZIP CODE
- COUNTRY
- PHONE
- FAX No
- CONGRESSIONAL DISTRICT

##### 4.7.1 BUSINESS CATEGORY - Obtained from SAM and cannot be changed by user

Figure 43. Business Category

Business Category		Hide Details
Organization Type		Vendor is not selected.
Number of Employees	0	
State of Incorporation		
Country of Incorporation		
Annual Revenue	\$0	

The FPDS-NG vendor file receives the information in this section from the System for Award Management (SAM). FPDS-NG receives a file nightly from SAM to update its internal vendor file. FPDS-NG only opens these fields for the user input when a SAM Exception is selected. Use the On-Line Representations and Certifications (ORCA) <https://www.sam.gov> to get the socio-economic information needed for the vendor in the case of a SAM Exception.

The information below is also populated from SAM. If you click on the Show Details button you can see all of the information available in each of the following categories:

BUSINESS TYPES  
SOCIOECONOMIC DATA  
LINE OF BUSINESS  
RELATIONSHIP WITH FEDERAL GOVERNMENT  
OTHER GOVERNMENT ENTITIES  
ORGANIZATION FACTORS  
EDUCATIONAL ENTITIES  
CERTIFICATIONS

## 4.8 CONTRACT DATA

Figure 44. Contract Data

Contract Data	
Type of Contract:*	Select One
Multiyear Contract:*	Select One
Major Program:	
National Interest Action:*	Select One
Cost Or Pricing Data:*	Select One
Purchase Card Used As Payment Method:*	Select One
Undefinitized Action:*	Select One
Performance Based Service Acquisition:*	Select One
*FY 2004 and prior; 80% or more specified as performance requirement *FY 2005 and later; 50% or more specified as performance requirement	
Contingency Humanitarian Peacekeeping Operation:*	Select One
Contract Financing:	Select One
Cost Accounting Standards Clause:*	Select One
Consolidated Contract:*	Select One
Number Of Actions:	1

### 4.8.1 TYPE OF CONTRACT (Data Dictionary Element 6A)

This data element is required for all Awards.. The value will populate for a Modification. This field displays the type of contract from FAR 16 that applies to this procurement. If an award has more than one contract type, identify the type with greater contract value, or, for agencies that report multiple actions, follow agency instructions. Select the appropriate value from the drop down menu. See Data Dictionary Element 6A Use Case for appropriate data entry requirements.

Values are listed below:

Select One

Cost No Fee  
Cost Plus Award Fee  
Cost Plus Fixed Fee  
Cost Plus Incentive Fee  
Cost Sharing  
Firm Fixed Price  
Fixed Price Award Fee  
Fixed Price Incentive  
Fixed Price Level of Effort  
Fixed Price Redetermination  
Fixed Price with Economic Price Adjustment  
Labor Hours  
Order Dependent (IDV allows pricing arrangement to be determined separately for each order)  
Time and Materials

The value Combination (Applies to Awards where two or more of the above apply) cannot be selected on documents with a date signed of October 1, 2009 and later and the value Other (Applies to Awards where none of the above apply) cannot be selected on documents with a date signed of October 1, 2008 and later.

Validation Rule 6A can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158329](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158329)

#### **4.8.2 UNDEFINITIZED ACTION UNDEFINITIZED ACTION (Data Dictionary Element 6B)**

This element is required on all documents and modifications except for an FSS and GWAC.

#### **4.8.3 MULTI-YEAR CONTRACT (Data Dictionary Element 6C)**

This data element is required for a DCA and is Not Applicable on a Modification. for both Civilian Agencies and DoD. Multi-Year contracts are issued under specific Congressional multi-year authority for specific programs. The key distinguishing difference between multiple year contracts and multi-year contracts is that multi-year contracts authorize performance beyond the period for which funding has been appropriated, without having to exercise options for each program year. They normally include a cancellation ceiling, i.e., the maximum amount the Government will pay for termination if the remaining funding is not appropriated. (FAR 17.103). Select No if the transaction is not a multi-year contract. See Data Dictionary Element 6C Use Case for appropriate data entry requirements.

Validation Rule 6C can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158331](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158331)

#### **4.8.4 MAJOR PROGRAM (Data Dictionary Element 6G)**

This data element is Not Applicable on a Modification and it Populates on a Part 8 and Part 13 BPA Call. It is optional for all other award types for both Civilian Agencies and DoD. This is the agency determined code for a major program within the agency. For an Indefinite Delivery Vehicle, this may be the name of a GWAC (such as, ITOPS or COMMITS). See Data Dictionary Element 6G Use Case for appropriate data entry requirements.

Validation Rule 6G can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158335](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158335).

#### **4.8.2 NATIONAL INTEREST ACTION (Data Dictionary Element 6R)**

This data element is required for all Awards, IDVs and Modifications for both Civilian Agencies and DoD. It identifies the awards made in response to national interest actions. The events included in this list are determined by the Department of Homeland Security in accordance with the Stafford Act. Select the appropriate entry from the drop down menu. See Data Dictionary Element 6R Use Case for appropriate data entry requirements.



#### 4.8.3 COST OR PRICING DATA (Data Dictionary Element 6J)

This data element is required on a DCA. It Populates on a Delivery/Task Order against a single and multiple award IDC and a Modification. It is Optional on a Delivery/Task Order against a BOA, and a Part 8 and Part 13 BPA Call and is Not Applicable for a PO. Select from the drop-down list the code that indicates whether cost or pricing data was obtained and certified, not obtained or waived. (DFARS 253.204-70(c)(4)(xi)). See Data Dictionary Element 6J Use Case for appropriate data entry requirements.

There is no formal Validation Rule for 6J.

#### 4.8.4 PURCHASE CARD AS PAYMENT METHOD (Data Dictionary Element 6N)

This data element is required for all Awards and Modifications. Select Yes from the drop down menu if the method of payment under an award is the Purchase Card. Agencies may issue formal contract documents and make payment using the Purchase Card. If the Purchase Card was not used as a method of payment, select No. An award made using the Purchase Card that is above the micro-purchase threshold must have a contract vehicle and must mark this data element YES because a purchase card used over the micro-purchase threshold is being used as a payment method. See Data Dictionary Element 6N Use Case for appropriate data entry requirements.

Validation Rule 6N can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158337](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158337)

#### 4.8.5 UNDEFINITIZED ACTION (Data Dictionary Element 6B)

This data element is required for all Awards and Modifications. Select the appropriate value from the drop down box. See Data Dictionary Element 6B Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Letter Contract	Report this code if the DCA or IDV contract is a Letter Contract. Also report this code for funding modifications to a letter contract, prior to definitization.
B	Other Undefinitized Action	Report this code for unpriced POs, unpriced delivery/task orders, BPA calls, or unpriced contract modifications (except for funding mods reported as letter contracts). Also report this code for funding mods, prior to definitization, of actions reported as Other Undefinitized Action.
X	NO	Report this code if the action is neither a Letter Contract nor an Undefinitized Action.

Validation Rule 6B can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158330](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158330)

#### 4.8.6 PERFORMANCE-BASED SERVICE ACQUISITION (Data Dictionary Element 6F)

This data element is required for all Awards and Populates on a Modification. The PBSA process:

- Describes the requirements in terms of results required rather than the methods of performance of the work.
- Uses measurable performance standards (e.g. terms of quality, timeliness, and quantity) and quality assurance surveillance plans (see FAR 46.103(a) and 46.401(a)).
- Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see FAR 46.407).

- Includes performance incentives where appropriate. For FPDS-NG reporting purposes, a minimum of 50% of the anticipated obligations under the procurement action must meet the above requirements. Select the correct value from the drop down box.

For FY 2004 and prior, this is a contract for services and 80% or more of the requirement specified as a performance requirement.

For FY 2005 and later, this is a contract for services and 50% or more of the requirement is specified as a performance requirement.

See Data Dictionary Element 6F Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
Y	Yes-Service where PBA is used.	Enter Yes for contract actions for services where: For FY2004 and prior - 80% of the requirement is performance based, as measured in dollars; for FY2005 and later - 50% of the requirement or performance based, as measured in dollars.
N	No - Service where PBA is not used.	Enter No for contract actions for services where the above PBA standards are not met.
X	Not Applicable	Enter Not Applicable for contract actions where PBA does not apply.

Validation Rule 6F can be found in the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158334](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158334).

#### 4.8.7 CONTINGENCY, HUMANITARIAN, OR PEACEKEEPING OPERATION (Data Dictionary Element 6H)

This data element is Required on all Award and Modifications. This is a designator of contract actions and supports a declared contingency operation, a declared humanitarian operation, or a declared peacekeeping operation. Choose the appropriate selection from the drop-down menu. See Data Dictionary Element 6H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description
A	Contingency operation as defined in 10 U.S.C. 101(a)(13)
B	Humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(8)
X	If A or B does not apply

There is no formal validation rule for 6H.

#### 4.8.8 CONTRACT FINANCING (Data Dictionary Element 6K)

This data element is required for DoD and optional for Civilian Agencies for all Awards, and populates to the Modifications. Select the appropriate option from the drop-down menu. See Data Dictionary Element 6K Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description
A	FAR 52.232-16 Progress Payments
C	Percentage of Completion Progress Payments
D	Unusual Progress Payments or Advance Payments
E	Commercial Financing
F	Performance-Based Financing
Z	Not Applicable

There is no formal Validation Rule for 6K.

#### 4.8.9 COST ACCOUNTING STANDARDS CLAUSE (Data Dictionary Element 6L)

This data element is required for a DCA and Not Applicable for all other awards. The value will populate to the Modification. Select the correct value from the drop down menu. See Data Dictionary Element 6L Use Case for appropriate data entry requirements.

There is no formal Validation Rule for 6L.

#### 4.8.10 CONSOLIDATED CONTRACT (Data Dictionary Element 8P)

This data element is required for all awards and populates to the Modification. If a contract or order with an estimated total value that exceeds the thresholds stated in the FAR at time of contract award, and the action is a consolidation of contract requirements, then select 'Yes'. It is DoD's responsibility to identify consolidated requirements in the Interagency Agreement. Enter 'No' if the contract or order is not funded by DoD, or if the contract or order: (1) Has an estimated total value less than or equal to the appropriate threshold (2) Has been reported as a Bundled Contract or (3) Is not a consolidation of contract requirements. Civilian agencies may assume it is not a consolidated requirement if DoD has not specified this in the Interagency Agreement. Thresholds change over time. Please verify the threshold in place for the contract's Date Signed.

Validation Rule 8P can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158355](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158355).

#### 4.8.11 NUMBER OF ACTIONS (Data Dictionary Element 6Q)

This data element is Optional on all Awards and Modifications for DoD and Civilian Agencies. This field indicates the number of actions that are reported in one transaction, when multiple actions are reported using Express Reporting. If left blank, FPDS-NG defaults to the value of one. See Data Dictionary Element 6Q Use Case for appropriate data entry requirements.

There is no formal Validation Rule for 6Q.

### LEGISLATIVE MANDATES AND PRINCIPAL PLACE OF PERFORMANCE

Figure 45. Legislative Mandates and Principal Place of Performance

Legislative Mandates		Principal Place of Performance		
Clinger-Cohen Act:	Select One	Principal Place Of Performance Code:	State	Location Country
Service Contract Act:	Select One			
Walsh-Healey Act:	Select One	Principal Place Of Performance County Name:		
Davis Bacon Act:	Select One	Principal Place Of Performance City Name:		
Interagency Contracting Authority:	Select One	Congressional District Place Of Performance:		
Other Interagency Contracting Statutory Authority:		Place Of Performance Zip Code(+4):		USPS ZIP Codes
(7000 characters)				

#### **4.9.1 CLINGER-COHEN ACT (Data Dictionary Element 7A)**

This data element is required for all Awards and populates on the modifications, Delivery/Task Orders and BPA Calls, for both Civilian Agencies and DoD. Select Yes if the contracting agency or the funding agency is DoD and this procurement is for computer hardware or services. Select a value certified by the funding office as to whether the planning requirements at (40USC11312 & 40USC11313) are met. See Data Dictionary Element 7A Use Case for appropriate data entry requirements.

Validation Rule 7A can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158341](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158341).

#### **4.9.2 SERVICE CONTRACT ACT (Data Dictionary Element 7C)**

This data element is required for all Awards and populates on the modifications, Delivery/Task Orders and BPA Calls, for both Civilian Agencies and DoD. Select Yes if the award is subject to the Service Contract Act and the Service Contract Act clause and wage determination or the collective bargaining agreement is included in the award. Otherwise, select No or Not Applicable. (FAR 22.10). Select Not Applicable if the award does not meet the dollar threshold or was listed as exempt under FAR 22.10. See Data Dictionary Element 7C Use Case for appropriate data entry requirements.

Validation Rule 7C can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158343](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158343).

#### **4.9.3 WALSH HEALEY ACT (Data Dictionary Element 7B)**

This data element is required for all Awards and populates on the modifications, Delivery/Task Orders and BPA Calls, for both Civilian Agencies and DoD. Select Yes if the award is subject to the Walsh Healey Act and the Walsh Healey Act clause is included in the award. The Walsh Healey Act applies to the manufacture or furnishing of materials, supplies, articles, and equipment (referred to as supplies) in any amount exceeding \$10,000. Otherwise, select No or Not Applicable. (FAR 22.6). Select Not Applicable if the dollar threshold was not met or if the award was exempt based on the fact that it was not a manufactured item. See Data Dictionary Element 7B Use Case for appropriate data entry requirements.

Validation Rule 7B can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158342](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158342).

#### **4.9.4 DAVIS BACON ACT (Data Dictionary Element 7D)**

This data element is required for all Awards and populates on the modifications, Delivery/Task Orders and BPA Calls, for both Civilian Agencies and DoD. Select Yes if the award is subject to the Davis Bacon Act and the Davis Bacon Act clause and wage determination or the collective bargaining agreement is included in the award. The Davis Bacon Act applies to contracts in excess of \$2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works within the United States. Otherwise, select No or Not Applicable. (FAR 22.403-1). Select Not Applicable if the procurement is not for construction or if the dollar threshold was not met. See Data Dictionary Element 7D Use Case for appropriate data entry requirements.

Validation Rule 7D can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158344](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158344).

#### **4.9.5 INTERAGENCY CONTRACTING AUTHORITY (Data Dictionary Element 7E)**

The data element is required for all Awards, and Modifications. If the transaction was made subject to Other Statutory Authority, select the appropriate value from the drop down box. If you select Other Statutory Authority, then you must complete the Other Interagency Contracting Statutory Authority text field with the name of the authority (give citation number). See Data Dictionary Element 7E Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Economy Act	Report this code if the transaction is subject to the Economy Act.
B	Other Statutory Authority	Transaction is subject to other interagency contracting Statutory Authority.
X	Not Applicable(the field does not apply)	No Statutory Authority applies to the transaction

Validation Rule 7E can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158345](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158345).

#### 4.9.6 OTHER INTERAGENCY CONTRACTING STATUTORY AUTHORITY (Data Dictionary Element 7F)

For the initial load of a Multi-Agency Contract or other IDC, enter the citation for the law, if the award is authorized pursuant to legislation other than the Economy Act. This data element is Optional for all awards and modifications. However, it is required if the Interagency Contracting Authority has a value of Other Statutory Authority.

#### 4.9.7 PRINCIPAL PLACE OF PERFORMANCE CODE (STATE, LOCATION, COUNTRY) (Data Dictionary Element 9C)

FPDS-NG auto-populates this field based on the choice made in the PLACE OF PERFORMANCE ZIP CODE (+4). The only entry that is required is the Country Code (ISO 3166) if the Place of Performance is outside of the US. For V1.2 awards or earlier the Location Code will appear and will be blank in V 1.3 documents.

Validation Rule 9C can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158359](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158359)

The following fields are all auto-populated based on the Place of Performance Zip Code (+4):

- PRINCIPAL PLACE OF PERFORMANCE COUNTY NAME
- PRINCIPAL PLACE OF PERFORMANCE CITY NAME
- CONGRESSIONAL DISTRICT PLACE OF PERFORMANCE

#### 4.9.8 PLACE OF PERFORMANCE ZIP CODE (+4) (Data Dictionary Element 9K)

This data element is required for all Awards and Modifications. This is the location of the principal plant or place of business where the items will be produced, supplied from stock, or where the service will be performed. For construction contracts, enter the site of construction. If more than one location is involved in performance, enter the principal place of performance (where the predominant amount of work is performed). FPDS-NG auto-populates the Principal Place of Performance State, Country, County, City and Congressional District based on this field. FPDS-NG provides a link to the United States Postal Service website if you do not know the four digit extension to the place of performance zip code. See Data Dictionary Element 9K Use Case for appropriate data entry requirements.

Validation Rule 9K can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158363](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158363).

### 4.10 PRODUCT OR SERVICE INFORMATION

Figure 46. Product or Service Information

The screenshot shows the 'Product Or Service Information' form. It includes the following fields and controls:

- Product/Service Code:** A text input field with an ellipsis button and a 'Description:' label.
- Principal NAICS Code:** A text input field with an ellipsis button and a 'Description:' label.
- Bundled Contract:** A dropdown menu with 'Select One' as the current selection.
- System Equipment Code:** A text input field with an ellipsis button and a 'Description:' label.
- Country of Product or Service Origin:** A text input field with an ellipsis button.
- Place of Manufacture:** A dropdown menu with 'Select One' as the current selection.
- Domestic or Foreign Entity:** A dropdown menu with 'Select One' as the current selection.
- Use Of Recovered Material:** A dropdown menu with 'Select One' as the current selection.
- InfoTech Commercial Item Category:** A dropdown menu with 'Select One' as the current selection.
- Claimant Program Code:** A text input field with an ellipsis button and a 'Description:' label.
- Sea Transportation:** A dropdown menu with 'Select One' as the current selection.
- GFE/GFP Provided Under This Action:** A dropdown menu with 'Select One' as the current selection.
- Use Of EPA Designated Products:** A dropdown menu with 'Select One' as the current selection.
- Description Of Requirement:** A large text area with a character limit of 4000 characters.

#### 4.10.1 PRODUCT OR SERVICE CODE (Data Dictionary Element 8A)

This data element is required for Awards and Populates on the Modification for both Civilian Agencies and DoD. It is not required on a Change or Delete for DoD and Civilian Agencies. Report the four-character code from the FPDS Product and Service Codes Manual ([http://www.fpdsg.com/downloads/service\\_product\\_codes.pdf](http://www.fpdsg.com/downloads/service_product_codes.pdf)) or use the ellipses button on the screen to find the appropriate Product or Service Code identifying research and development, services, or supplies and equipment. If more than one code applies, report the code that represents the predominance of the dollars obligated or de-obligated for the contract/action. See Data Dictionary Element 8A Use Case for appropriate data entry requirements.

Validation Rule 8A can be found at the following location:

[http://fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158348](http://fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158348)

#### 4.10.2 PRINCIPAL NAICS CODE (Data Dictionary Element 8G)

This data element is required for a DCA, Purchase Order and IDVs for both Civilian Agencies and DoD. It Populates for all Delivery/Task Order, BPA Calls, Modification. Report the 6-digit code from the [North American Industry Classification System \(NAICS\) Manual](#) or use the ellipses button on the screen to find the appropriate NAICS Code. The Code that was used when the solicitation was issued is what should be reported in FPDS. The Product or Service Code (PSC) must correlate to the selected NAICS. See Data Dictionary Element 8G Use Case for appropriate data entry requirements.

Validation Rule 8G can be found at the following location:

[https://www.fpds.gov/downloads/Version\\_1.4\\_specs/FPDS-NG\\_14\\_Data\\_Validation\\_rules\\_document.doc](https://www.fpds.gov/downloads/Version_1.4_specs/FPDS-NG_14_Data_Validation_rules_document.doc)

#### 4.10.3 BUNDLED CONTRACT (Data Dictionary Element 8N)

This data element is required on all Awards for both Civilian Agencies and DoD and it Populates on the Modifications. A contract is bundled if the contracting officer determines that the contract action is a result of consolidating two or more requirements previously solicited, provided, or performed by small businesses under separate contracts into a solicitation unsuitable for small business. (FAR 19.2, FAR 2.101). For DoD, bundling is a subset of consolidated contract. Thresholds change over time. Please verify the threshold in place for the date signed of the contract. Select the appropriate value from the drop down menu. See Data Dictionary Element 8N Use Case for appropriate data entry requirements.

Definitions for each value are listed below:



Code	Short Description	Long Description
A	Mission Critical	Enter Code A if the agency has determined that the consolidated requirements is critical to the agency's mission, but the measurably substantial benefits do not meet the thresholds set forth in the FAR 7.107 to determine that the consolidation is necessary and justified.
B	OMB Circular A-76	Enter code B if the agency used the OMB Circular A-76 process to determine that the consolidation of the requirements is necessary and justified rather than applying the substantial benefits analysis required by FAR 7.107.
C	other	Enter Code C when the requirement is "bundled" and Codes A and B do not apply.
D	Not a bundled requirement	

Validation Rule 8N can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158354](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158354)

#### 4.10.4 SYSTEM EQUIPMENT CODE (Data Dictionary Element 8B)

This field is required for DoD only, on all Awards and Populates on the Modification and a Part 13 BPA Call. It is Not Applicable for IDCs. This is the MDAP, MAIS, or other 4-digit program code. The first character is a number from 1- 4 that identifies the DoD component. The last three characters identify the component's program, system, or equipment. See Data Dictionary Element 8B Use Case for appropriate data entry requirements.

There is no formal Validation Rule for 8B.

#### 4.10.5 COUNTRY OF PRODUCT OR SERVICE ORIGIN (Data Dictionary Element 9E)

This field is required for DoD and Civilian Agencies on all Awards, and Populates on the Modifications. Enter "US" if the product being procured is a domestic end product. If the product is not a domestic end product, enter the FIPS 10-4 Country Code or use the ellipses button on the screen to find the appropriate country code. This field provides information to support the Buy American Act, Trade Agreement Act, and Small Business Act. See Data Dictionary Element 9E Use Case for appropriate data entry requirements.

Validation Rules 9E can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158360](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158360).

#### 4.10.6 PLACE OF MANUFACTURE (Data Dictionary Element 9H)

This data element is required for all Awards and Populates on the Modification. Select the appropriate option from the drop-down menu. When a product has substantial foreign components, this field indicates whether the contract is still technically a U.S. contract (Buy American Act). NOTE: Beginning in FY2007 codes A and B are not valid options for actions. See Data Dictionary Element 9H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Performed or Manufactured in US, but services performed by a foreign concern or more than 50% foreign content	The action is for (i) A foreign end product that is manufactured in the United States but still determined to be foreign because 50 percent or more of the cost of its components is not mined, produced, or manufactured inside the United States or inside qualifying countries; or (ii) Services performed in the United States by a foreign concern.
B	Performed or Manufactured outside US	The action is for (i) Any other foreign end product; or (ii) Services performed outside the United States by a foreign concern.
C	Not a manufactured end product	Not a manufactured end product action
D	Mfg in U.S.	The action is predominantly for acquisition of manufactured end products that are manufactured in the United States
E	Mfg outside U.S. - Use outside the United States	The foreign manufactured end products acquired are predominantly for use outside the United States (FAR 25.100).
F	Mfg outside U.S. - Resale	The foreign manufactured end products acquired are predominantly for resale (FAR 25.103(d)).
G	Mfg outside U.S. - Trade Agreements	The foreign manufactured end products are predominantly eligible products acquired under Trade Agreements (FAR 25.402(a)(1)).
H	Mfg outside U.S. - Commercial information technology	The foreign manufactured end products are predominantly commercial information technology items (FAR 25.103(e)).
I	Mfg outside U.S. -Public interest determination	The head of the agency has made a determination that domestic preferences would be inconsistent with the public interest (FAR 25.103(a)).
J	Mfg outside U.S. - Domestic non-availability	The foreign manufactured end products were predominantly not domestically available as shown by one of the following: (i) The item is listed at FAR 25.104 (FAR 25.103(b)(1)). (ii) The agency did an individual determination (FAR 25.103(b)(2)). (iii) No offer of a domestic end product was received, even though the acquisition was synopsisized and conducted through full and open competition (FAR 25.103(b)(3)).
K	Mfg outside U.S. - Unreasonable cost	The cost of the offered domestic end products was unreasonable (FAR 25.103(c), 25.105, and Subpart 25.5)
L	Mfg outside U.S. - Qualifying country (DOD only)	For DoD only, the foreign manufactured end products are predominantly qualifying country end products (DFARS 225.003 and 225.872-1)

Validation Rule 9H can be found at the following location:

#### 4.10.7 DOMESTIC OR FOREIGN ENTITY (Data Dictionary Element 8Q)

This data element is required for a DCA, Purchase Order, Modification for DoD and Civilian Agencies. It populates on a Delivery/Task Order and BPA Calls.. Select the appropriate value from the drop down menu. See Data Dictionary Element 8Q Use Case for appropriate data entry requirements.

Select one of the following options:

Code	Short Description	Long Description
A	U.S. Owned Business	U.S. Owned Business
B	Other U.S. Entity (e.g. Government)	Other U.S. Entity (e.g. Government)
C	Foreign-Owned Business Incorporated in the U.S.	Foreign-Owned Business Incorporated in the U.S.
D	Foreign-Owned Business Not Incorporated in the U.S.	Foreign-Owned Business NOT Incorporated in the U.S.
O	Other Foreign Entity (e.g. Foreign Government)	Other Foreign Entity (e.g. Foreign Government)

There is no formal Validation Rule for 8Q.

#### 4.10.8 Recovered Materials/Sustainability (Data Dictionary Element 8L)

This data element Populates on a DO against a single award IDV and modifications. It is required on a DO against a multiple IDV and BOA and all other awards. This field designates whether the contracting officer included clauses in the contract for the Recovered Material Certification and/or Estimate of Percentage of Recovered Material Content for EPA Designated Products. Please select the appropriate value from the drop down menu. See Data Dictionary Element 8L Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	FAR 52.223-4 Included	The solicitation included the provision at FAR 52.223-4, Recovered Material Certification.
B	FAR 52.223-4 and FAR 52.223-9 Included	The solicitation included the provision at FAR 52.223-4, Recovered Material Certification and the contract includes the clause at FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products.
C	No Clauses Included and No Sustainability Included	Neither clause is included in the contract.
D	Energy efficient	Energy efficient.
E	Bio-based	Bio-based.
F	Environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )	Environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).
G	FAR 52.223-4 & energy efficient	FAR 52.223-4 & energy efficient.
H	FAR 52.223-4 & bio-based	FAR 52.223-4 & bio-based.

I	FAR 52.223-4 & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )	FAR 52.223-4 & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).
J	FAR 52.223-4 & bio-based & energy efficient	FAR 52.223-4 & bio-based & energy efficient.
K	FAR 52.223-4 & bio-based & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )	FAR 52.223-4 & bio-based & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).
L	FAR 52.223-4 & bio-based & energy efficient & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )	FAR 52.223-4 & bio-based & energy efficient & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).

Validation Rule 8L can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158353](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158353)

#### 4.10.9 INFORMATION TECHNOLOGY COMMERCIAL ITEM CATEGORY (Data Dictionary Element 8H)

This data element is optional on all awards for DoD and Civilian Agencies and Populates on Modifications. It is required if Funding Agency is DoD (begins "17", "21", "57", "96CE", or "97") and Product/Service Code begins with "70", "D3", "H170", "H270", "H370", "H970", "J070", "K070", "L070", "N070", "U012", or "W070". This is a code that designates the commercial availability of an information technology product or service. Please select the appropriate value from the drop down list. See Data Dictionary Element 8H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Commercially Available	Report this code if the item meets the definition of commercial item in FAR 2.101, does not require any modifications, and is available in the commercial marketplace.
B	Other Commercial Item	Report this code if the item meets the definition of commercial item in FAR 2.101, but requires minor modifications, or is not yet available in the commercial marketplace, but will be in time to meet our needs.
C	Non-developmental Item	Report this code if the item meets the definition of a non-developmental item in FAR 2.101 ((1) any previously developed item of supply used exclusively for governmental Federal agency, purposes by a state or local government, or foreign government with which the United States has a mutual defense cooperation agreement, (2) is used as a paragraph (1) but requires only minor modifications or modifications of a type customarily available in the commercial market).
D	Non-Commercial Item	Report this code if the item does not meet

		the definitions of commercial item or non-developmental item in FAR 2.101.
E	Commercial Service	Report this code if the item meets the definitions of commercial service in FAR 2.101 (services of a type offered and sold competitively in substantial quantities in the commercial marketplace based on established catalog or market prices for specific service performed).
F	Non-Commercial Service	Report this code for all other services.
Z	Not IT Products or Services	

Validation Rule 8H can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158350](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158350).

#### 4.10.10 CLAIMANT PROGRAM CODE (Data Dictionary Element 8F)

This field is Optional for all Awards for DoD and Civilian agencies and populates on the Modification. Report the appropriate code if funding agency is DoD (begins with "17", "21", "57", "96CE", or "97"). A claimant program number designates a grouping of supplies, construction, or other services. Enter the appropriate code from the DOD Procurement Coding Manual Section III, DOD Claimant Program Number available at

[http://siadapp.dmdc.osd.mil/procurement/historical\\_reports/guidance/MN02/SECT3.HTM](http://siadapp.dmdc.osd.mil/procurement/historical_reports/guidance/MN02/SECT3.HTM). See Data Dictionary Element 8F Use Case for appropriate data entry requirements.

There is no form Validation Rule for 8F.

#### 4.10.11 SEA TRANSPORTATION (Data Dictionary Element 8M)

This field is Optional for all Awards for DoD and Civilian agencies and populates on the Modification. This field designates whether the contractor anticipates some of the supplies may be transported by sea. Please select the appropriate value from the drop down list. See Data Dictionary Element 8M Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
Y	Yes	Positive Response to DFARS 252.247-7022 or 252.212-7000(c)(2)
N	No	Negative Response to DFARS 252.247-7022 or 252.212-7000(c)(2)
U	Unknown	No response or Provision Not Included in Solicitation
Blank	NA	Not DoD or Business Type = Federal Agency or How Competed indicates Simplified Acquisition Procedures

There is no formal Validation Rule for 8M.

#### 4.10.12 GFE/GFP PROVIDED UNDER THIS ACTION (Data Dictionary Element 8J)

This data element is required for all Awards and Modifications. This field designates if the contract authorizes the use of Government Furnished Equipment (GFE) or Government Furnished Property (GFP), pursuant to FAR 45. Please select the appropriate value from the drop down list. See Data Dictionary Element 8J Use Case for appropriate data entry requirements.

Validation Rule 8J can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158351](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158351).



#### 4.10.13 USE OF EPA DESIGNATED PRODUCTS (Data Dictionary Element 8K)

This field is required for all Awards for both DoD and Civilian Agencies and populates on the Modification. This field indicates the use of EPA Designated Products pursuant to the Resource Conservation and Recovery Act (RCRA), Section 6002, and Executive Order 13101 which requires the purchase of Environmental Protection Agency (EPA) designated products with a required minimum recovered material content as described in an agency's Affirmative Procurement Program (APP). This list of EPA designated products is available at <http://www.epa.gov/cpg>. This requirement applies to all contracts that require EPA designated products. If more than one exception applies, report the predominant exception code or the code for the highest cost EPA designated item for which a justification was completed. Please select the appropriate value from the drop down list. See Data Dictionary Element 8K Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Meets Requirements	EPA-designated product or products were purchased and all contained the required minimum recovered material content.
B	Justification - Time	EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) competitively within a reasonable time (FAR 23.404(b)(1)(i)).
C	Justification - Price	EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) at a reasonable price (FAR 23.404(b)(1)(iii)).
D	Justification - Performance	EPA-designated product or products were purchased without the required minimum recovered material content and a justification was completed based on inability to acquire the product(s) to reasonable performance standards in the specifications (FAR 23.404(b)(1)(ii)).
E	Not Required	No EPA-designated product(s) were required.

Validation Rule 8K can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158352](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158352).

#### 4.10.14 DESCRIPTION OF REQUIREMENT (Data Dictionary Element 6M)

This field is required for all Awards and Modifications for both DoD and Civilian Agencies.

Validation Rule 6M can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158336](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158336)



## 4.11 COMPETITION INFORMATION

Figure 47. Competition Information

Extent Competed For Referenced IDV:	No value was selected on the Referenced IDV
Extent Competed:	Select One
Solicitation Procedures:	Select One
Type Of Set Aside:	Select One
Evaluated Preference:	Select One
SBIR/STTR:	Select One
Fair Opportunity/Limited Sources:	Select One
Other Than Full And Open Competition:	Select One
Local Area Set Aside:	Select One
FedBizOpps:	Select One
A76 Action:	Select One
Commercial Item Acquisition Procedures:	Select One
Number Of Offers Received:	0
Small Business Competitiveness Demonstration Program:	<input type="checkbox"/>
Commercial Item Test Program:	Select One

### 4.11.1 EXTENT COMPETED (Data Dictionary Element 10A)

This value populates on a DO against a multiple award IDV, a single award IDC, a Part 8 BPA and Part 8 BPA Call and Modifications. It is Required on a DO against a BOA, a BPA Part 13 Call, a PO and a DCA. It is the code that represents the competitive nature of the contract. See Data Dictionary Element 10A Use Case for appropriate data entry requirements.

Code	Short Description	Full Description
F	Competed under SAP	Select this code when the action is competed under the Simplified Acquisition Threshold.
E	Follow On to Competed Action. This value is not available for Post CLOD actions.	Select this code when the action is a follow on to an existing competed contract. FAR 6.302-1
A	Full and Open Competition	Report this code if the action resulted from an award pursuant to FAR 6.102(a) - sealed bid, FAR 6.102(b) - competitive proposal, FAR 6.102(c) - Combination, or any other competitive method that did not exclude sources of any type
D	Full and Open Competition after exclusion of sources	Select this code when some sources are excluded before competition
B	Not Available for Competition	Select this code when the contract is not available for competition
C	Not Competed	Select this code when the contract is not competed.
G	Not Competed under SAP	Select this code when the action is NOT competed under the Simplified Acquisition Threshold

Definitions for each value are listed below:

Validation Rule 10A can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158365](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158365).

#### 4.11.2 SOLICITATION PROCEDURES (Data Dictionary Element 10M)

This data element is required for a DO against a BOA, PO, DCA, and a Part 13 PBA call. For a DO against a single award IDC is will populate the value from the parent. For a DO, Part 8 BPA, Part 8 BOA Call against a multiple award it will system generate the value 'Subject to Multiple Award Fair Opportunity' for Solicitation Procedures. All modifications will be populated. This is the designator for the solicitation procedures used. Select the appropriate procedure from the drop-down menu. See Data Dictionary Element 10M Use Case for appropriate data entry requirements

Definitions for each value are listed below:

Code	Short Description	Full Description
AS	Alternative Sources	Report this code if the action resulted from the use of procedures that provide for full and open competition after exclusion of sources to reduce overall costs pursuant to FAR 6.202(a)(1), to have a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2), to establish or maintain an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3), to ensure the continuous availability of a reliable source of supply for such property or service pursuant to FAR 6.202(a)(4), to satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5), to satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).
AE	Architect-Engineer FAR 6.102	Report this code if the action resulted from selection of sources for architect-engineer contracts pursuant to FAR 6.102(d)(1).
BR	Basic Research	Report this code if the action resulted from competitive selection of basic research proposals pursuant to FAR 6.102(d)(2).
NP	Negotiated Proposal/Quote	Report this code for contract award over \$100K using negotiated procedures. FAR 12, FAR, 13, FAR 15
NONE <sup>Civ</sup>	No solicitation procedure used.	Report this code if no solicitation procedure was used in this action.
SB	Sealed Bid	Report this code for contract award over \$100K using seal bidding procedures. FAR 14.
SP1	Simplified Acquisition. This value will be available for DoD action post CLOD only.	Report this code whenever simplified acquisition procedures are used (competitive or non-competitive).
SSS <sup>DoD</sup>	Single Source Solicited	Report this code if no solicitation procedure was used in this action.
MAFO	Subject to Multiple Award Fair opportunity (pre CLOD: Multiple Award Fair opportunity)	Report this code if order was Subject to Multiple Award Fair Opportunity.

TS Two Step

Report this code for contract awards over \$100K that uses a combination of sealed bids and negotiated procedures. FAR 6.102

Validation Rule 10M can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158374](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158374).

This value populates on a DO against a multiple award IDV, a single award IDC, a Part 8 BPA and Part 8 BPA Call and Modifications unless one of the two new values available in the "Fair Opportunity/Limited Source" data element drop down is selected. If one of the new values is not selected the function does not changes. **Please see NOTE below for explanation.** It is Required on a DO against a BOA, a BPA Part 13 Call, a PO and a DCA. It is the code that represents the competitive nature of the contract.

Pre CLOD, this is a required data element for all Awards for DoD and Civilian agencies with the exception of a Delivery/Task Order for DoD which is not required. It is not required for a Modification, Change or Delete for both Civilian Agencies and DoD. Post CLOD, this field will be populated on a Delivery Order with the value from the Multiple or Single IDV.

This is the designator for the type of set aside determined for the contract action. Select the appropriate value from the drop-down menu when you use any of the following set-asides that exclude some potential sources and limit competition in some way. Local Area Set-Asides are addressed in a separate field (10U). See Data Dictionary Element 10N Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Full Description
8AN	8(a) Sole Source	Report this code for actions with the Small Business Administration pursuant to FAR 19.8, or directly with an 8(a) contractor pursuant to a memorandum of understanding between the SBA and the reporting agency per 219.811
HS3	8(a) with HUB Zone Preference	Report this code when the primary preference program was 8(a) and priority was given to the 8(a) concern that was also a HUBZone small business concern. See FAR 19.800(d).
8A	8A Competed	Report this code for an 8a award pursuant to FAR 19.805-2
BI <sup>Civ</sup>	Buy Indian	Report this code if applicable. This code is authorized for use only by the Department of Interior and the Department of Health and Human Services.
HS2 <sup>Civ</sup>	Combination HUBZone and 8(a)-(This value was deprecated on 10-02-2008)	Report this code if the award was a combination HUBZone set-aside and 8(a) award.
ESB	Emerging Small Business Set-Aside	Enter this code if the action was an emerging small business reserve award (set-aside) within a designated industry group under the Small Business Competitiveness Demonstration Program (see FAR Subpart 19.10).
HMP	HBCU or MI Set-Aside -- Partial	Report this code for contract awards directed to Historically Black College/University of Minority Institution per DFARS 235.016
HMT	HBCU or MI Set-Aside -- Total	Report this code for an award directed to a Historically Black College/University or Minority Institution per DFARS 226.7003

HMT	HBCU or MI Set-Aside -- Total	Report this code for an award directed to a Historically Black College/University or Minority Institution per DFARS 226.7003
HZC	HUBZone Set-Aside	Report this code if the award was made to a HUBZone small business concern after being competed among only HUBZone small business concerns. See FAR 19.1305
HZS	HUBZone Sole Source	Report this code if the award was made through noncompetitive procedures to a HUBZone small business concern under the authority of FAR 19.1306.
NONE	No set aside used.	Report this code if the contract award was not a socio-economic program set-aside.
RSB <sup>Civ</sup>	Reserved for Small Business \$2501 to 100K (available only pre CLOD)	Report this code if awards exceeds the micro-purchase threshold but does not exceed the simplified acquisition threshold. FAR 13
8AC <sup>Civ</sup>	SDB Set-Aside 8(a)- (Deprecated on 11/18/2005)	Report this code for a small disadvantaged business award made under a competitive 8(a) preference program pursuant to FAR 19.800(d).
SDVOSBS	SDVOSB Sole Source	Report this code for contract awards exceeding the micro purchase threshold set-aside for non competitive award to service-disabled veteran-owned small business concerns. FAR 19.1406
SDVOSBC	Service Disabled Veteran Owned Small Business Set-Aside	Report this code for contract awards exceeding the micro purchase threshold set-aside for competition restricted to service-disabled veteran-owned small business concerns. FAR.19.1405
SBP	Small Business Set-Aside - Partial	Report this code for a partial small business set aside made pursuant to FAR 19.502-3.
SBA	Small Business Set Aside - Total	Report this code for a small business set aside.
VSBC <sup>Civ</sup>	Very Small Business Set Aside (Deprecated on 1/17/2006)	Report this code if the acquisition is between \$2,501 and \$50,000 and was awarded to a very small business concern as a result of using set-aside procedures under the very small business pilot program set forth in FAR 19.9. (Expired)
VSA	Veteran Set Aside	Report this code for actions with Veteran Owned Businesses. Only VA can use this value.
VSS	Veteran Sole Source	Report this code for actions with Veteran Owned Businesses. Only VA can use this value.
WOSB	Women-Owned Small Business	Report this code for a Women-Owned Small Business Set-Aside made pursuant to FAR 19.15. This code is only valid for actions signed on or after 4/01/2011.
EDWOSB	Economically Disadvantaged Women-Owned Small Business	Report this code for an Economically Disadvantaged Women-Owned Small Business Set-Aside made pursuant to FAR 19.15. This code is only valid for actions signed on or after 4/01/2011.

NOTE: Beginning on or after November 1, 2011, two new values, 'Competitive Set Aside' and 'Sole Source' under "FAIR Opportunity/ Limited Sources" will be available for these document types: Delivery/Task Order against a Multiple Award IDV (FSS, GWAC, or Multiple Award IDC); Part 8 BPA and Part 8 BPA Call.

The valid "Type of Set Aside" values for the 'Competitive Set Aside' are as follows:

1. 8(a) Competed
2. Small Business Set Aside – Partial
3. Small Business Set Aside – Total
4. HUBZone Set Aside.
5. Service Disabled Veteran Owned Small Business Set Aside.
6. HBCU or MI Set-Aside – Partial
7. HBCU or MI Set-Aside – Total
8. Women Owned Small Business
9. Economically Disadvantaged Women Owned Small Business

The valid Type of Set Aside values for the Sole Source are as follows:

1. 8(a) Sole Source.
2. HUBZone Sole Source.
3. Service Disabled Veteran Owned Small Business Sole Source

Validation Rule 10N can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158375](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158375).

#### 4.11.3 EVALUATED PREFERENCE (Data Dictionary Element 10P)

This value populates on a DO against a multiple award IDV, a single award IDC, a Part 8 BPA and Part 8 BPA Call and Modifications. It is Required on a DO against a BOA, a BPA Part 13 Call, a PO and a DCA. This is the designator for the type of preference determined for the contract action. Report a code from the drop down menu when a contract was made pursuant to the socio economic program price evaluation preferences, see FAR 19.11 and FAR 19.13. See Data Dictionary Element 10P Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
NONE	No Preference used	Report this code if no evaluation preference was used in this action
SDA	SDB Price Evaluation Adjustment	Report this code for an award made through full and open competition with award to a small disadvantaged business as a result of the application of a price evaluation adjustment pursuant to FAR 19.11.
SPS	SDB Preferential Consideration Partial SB Set Aside	Report this code if the award was made through Full and Open Competition after Exclusion of Sources pursuant to FAR 6.2. Enter this code if the action was a partial set-aside for small business and - Partial SB Set-Aside preferential consideration resulted in an award to an SDB.
HZE	HUBZone Price Evaluation Preference	Report this code if the award was made through full and open competition with award to a HUBZone small business concern as a result of the HUBZone price evaluation preference. See FAR 19.1307
HSD	Combined HUB/SDB Preference	Report this code if the award was made through full and open competition after the application of both the HUBZone Price Evaluation Adjustment Preference (FAR 19.13) and the Small Disadvantaged Business Price Evaluation Adjustment per FAR 19.11

Validation Rule 10P can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158376](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158376).

#### 4.11.4 SBIR/STTR (Data Dictionary Element 10Q)

This data element populates on a DO against a single award IDC and a multiple IDV and is Optional on all other Awards.

This is the designator which identifies awards under the Small Business Innovation Research or Small Technology Transfer Research programs. Select the appropriate value from the drop down menu. See Data Dictionary Element 10Q Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Full Description
SR1	SBIR Program Phase I Action	Use this code if the award was related to a Phase I contract in support of the Small Business Innovation Research (SBIR) Program.
SR2	SBIR Program Phase II Action	Use this code if the award was related to a Phase II contract in support of the Small Business Innovation Research (SBIR) Program.
SR3	SBIR Program Phase III Action	Use this code if the award was related to a Phase III contract in support of the Small Business Innovation Research (SBIR) Program.
ST1	STTR Phase I	Use this code if the award was related to a Phase I contract in support of the Small Technology Transfer Research (STTR) Program.
ST2	STTR Phase II	Use this code if the award was related to a Phase II contract in support of the Small Technology Transfer Research (STTR) Program.
ST3	STTR Phase III	Use this code if the award was related to a Phase III contract in support of the Small Technology Transfer Research (STTR) Program.

Validation Rule 10Q can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158377](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158377).

#### 4.11.6 Competitive OPPORTUNITY/LIMITED SOURCES (Data Dictionary Element 10R)

This data element is Required for Delivery Order and a Part 8 BPA and Part 8 BPA Calls against a Multiple Award IDV (FSS, GWACS, and IDCs ) for both Civilian Agencies and DoD. It populates on a Modification and is Not Applicable for the other Awards.

Select the appropriate value from the drop down menu. See Data Dictionary Element 10R Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Full Description
FAIR	Fair Opportunity Given (pre CLOD DoD only: No Exception - Fair Opportunity Given)	Report this code if Fair Opportunity was given on this order.
FOO	Follow-on Delivery Order Following Competitive Initial Order Economy and	Report this code if the action was justified pursuant to



	Efficiency	FAR16.505(B)(2)(iii)
MG	Minimum Guarantee	Report this code when it was necessary to place an order to satisfy minimum amount guaranteed to the contractor. See FAR Part 16.505(b)(2)(iv).
ONE	Only One Source - Other	Report this code if the action was justified pursuant FAR 16.505(B)(2)(ii)
OSA	Other Statutory Authority (Pre CLOD DoD only)	Report this code when you have other Statutory Authority.
URG	Urgency	Report this code if the action was justified pursuant to FAR 16.505 (B)(2)(i)
CSA	Competitive Set Aside	Report this code if action was justified pursuant FAR 19.502-4 and in accordance with 1331 of Public Law 110240.
SS	Sole Source	Report this code if action was justified pursuant FAR 19.502-4 and in accordance with 1331 of Public Law 110240.

#### 4.11.7 OTHER THAN FULL AND OPEN COMPETITION (Data Dictionary Element 10C)

This value populates on a DO against a multiple award IDV, a single award IDC, a Part 8 BPA and Part 8 BPA Call and Modifications. It is Optional on a DO against a BOA, a BPA Part 13 Call, a PO and a DCA. This field indicates the reason the award was not competed or limited competition was used. Select the code from the drop down menu. See Data Dictionary Element 10C Use Case for appropriate data entry requirements.

**NOTE:** This data element was formerly called "Reason Not Competed".

Definitions for each value are listed below:

Code	Short Description	Full Description
OTH	Authorized by Statute (FAR 6.302-5(a)(2)(i))	Report this code if the action was justified pursuant to FAR 6.302-5 and a specific program is not listed.
RES	Authorized Resale (FAR 6.302-5(a)(2)(ii))	Report this code if the action was justified pursuant to FAR 6.302-5(a)(2)(ii).
BND	Brand Name Description (FAR 6.302-1(c))	Report this code if an acquisition used a brand name description or other purchase description to specify a particular brand name, product, or feature of a product, peculiar to one manufacturer.
FOC	Follow-On Contract (FAR 6.302-1(a)(2)(ii/iii))	For a Definitive Contract, report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(ii) or FAR 6.302-1(a)(2)(iii).
IA	International Agreement (FAR 6.302-4)	Report this code if the action was justified pursuant to FAR 6.302-4.
MPT <sup>Civ</sup>	Less than or equal to the Micro-Purchase Threshold	Report this code if the action was justified pursuant to FAR 13.202
MES	Mobilization, Essential R&D (FAR 6.302-3)	Report this code if the action was justified pursuant to FAR 6.302-3(a)(2).
NS	National Security (FAR 6.302-6)	Report this code if the action was justified pursuant to FAR 6.302-6.
ONE	Only One Source-Other (FAR 6.302-1 other)	Report this code if the action was justified pursuant to FAR 6.302-1 situation other than the examples cited above.

PDR	Patent or Data Rights (FAR 6.302-1(b)(2))	Report this code if the action was justified pursuant to FAR 6.302-1(b)(2).
PI	Public Interest (FAR 6.302-7)	Report this code if the action was justified pursuant to FAR 6.302-7.
SP2	SAP Non-Competition (FAR 13) Pre CLOD Civilian only.	Report this code for a non-competitive acquisition when the simplified acquisition procedures in FAR 13.3 are used.
STD	Standardization (FAR 6.302-1(b)(4))	Report this code if the action was justified pursuant to FAR 6.302-1(b)(4).
UNQ	Unique Source (FAR 6.302-1(b)(1))	Report this code if the action was justified pursuant to FAR 6.302-1(b)(1)
UR	Unsolicited Research Proposal (FAR 6.302-1(a)(2)(i))	Report this code if the action was justified pursuant to FAR 6.302-1(a)(2)(i).
URG	Urgency (FAR 6.302-2)	Report this code if the action was justified pursuant to FAR 6.302-2.
UT	Utilities (FAR 6.302-1(b)(3))	Report this code if the action was justified pursuant to FAR 6.302-1(a)(2) and FAR 6.302-1(b)(3) and the source is a regulated utility for which no competition is available.

Validation Rule 10C can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158367](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158367).

#### 4.11.8 LOCAL AREA SET-ASIDE (Data Dictionary Element 10U)

This data element populates on a DO against a single award IDC and all Modifications. This is a required data element for all other Awards for Civilian Agencies and DoD. Select the appropriate response for the award being entered. See Data Dictionary Element 10U Use Case for appropriate data entry requirements.

There is no formal Validation Rule for 10U.

#### 4.11.9 FEDBIZOPPS (Data Dictionary Element 10S)

This data element is required for a DCA, Purchase Order, and it Populates on a Delivery/Task Order against a Multiple or Single Award IDV and Modification for both Civilian Agencies and DoD. It is Optional for BPA Calls and Orders against a BOA for Civilian Agencies and DoD. This field displays whether the synopsis requirements of FAR Subpart 5.2 have been observed. Select the appropriate value from the drop down menu. See Data Dictionary Element 10S Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
Y	Yes	Transaction subject to FedBizOpps
N	No	Transaction subject to FAR 5.102 or 5.202 exception
X	Not Applicable	Transaction with Action Obligation less than or equal to \$25K

There is no formal Validation Rule for 10S.

#### 4.11.10 A-76 (FAIR ACT) ACTION (Data Dictionary Element 10L)

This data element is required for a DCA, Purchase Order, and populates on all orders, PBA Calls and Modifications. Select 'Yes' if the contract action resulted from an A-76/Fair Act competitive sourcing process. Otherwise select 'No'. See Data Dictionary Element 10L Use Case for appropriate data entry requirements.

Validation Rule 10L can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158373](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158373).

#### 4.11.11 COMMERCIAL ITEM ACQUISITION PROCEDURES (Data Dictionary Element 10H)

This data element is required for a DCA, Purchase Order, and populates on all orders and PBA Calls and Modifications.

This designates whether the solicitation used the special requirements for the acquisition of commercial items or other supplies or services authorized to use commercial item procedures intended to more closely resemble those customarily used in the commercial marketplace as defined by FAR Part 12. Select the appropriate value from the drop down menu. See Data Dictionary Element 10H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Commercial Item	Select this value when the action is for a commercial item using FAR Part 12 commercial item procedures.
B	Supplies or services pursuant to FAR 12.102(f)	Select this value for any acquisition of supplies or services, determined by the head of the agency, to be used to facilitate defense against or recovery from nuclear, biological, chemical, or radiological attack pursuant to FAR 12.102(f) that uses commercial item procedures.
C	Services pursuant to FAR 12.102(g)	Select this value for any acquisition of services that does not meet the definition of commercial item but meets the criteria in FAR 12.102(g). Specifically, (i) Is entered into on or before November 24, 2013; (ii) Has a value of \$27 million or less; (iii) Meets the definition of performance-based acquisition at FAR 2.101; (iv) Uses a quality assurance surveillance plan; (v) Includes performance incentives where appropriate; (vi) Specifies a firm-fixed price for specific tasks to be performed or outcomes to be achieved; and (vii) Is awarded to an entity that provides similar services to the general public under terms and conditions similar to those in the contract or taskorder.
D	Commercial Item Procedures not used	Select this value when commercial item procedures were not used.

Validation Rule 10H can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158372](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158372).

#### 4.11.12 NUMBER OF OFFERS RECEIVED (Data Dictionary Element 10D)

This data element populates on a DO against a single award IDC, modifications and is Required on all other Awards.

Enter the number of offers received in response to the solicitation or number of multiple award contracts/schedules received for Delivery Orders. See Data Dictionary Element 10D Use Case for appropriate data entry requirements.

Validation Rule 10D can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158368](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158368).

#### 4.11.13 SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM (Data Dictionary Element 10K)

FPDS-NG auto-populates this field when awards are made to U.S. business concerns (as a result of solicitations issued on or after Jan 1, 1989) for the designated industry groups or the ten targeted industry categories as defined by FAR 19.10. See Data Dictionary Element 10K Use Case for appropriate data entry requirements. This data element only applies to the following ten agencies:

- The Department of Agriculture
- The Department of Defense, except the National Imagery and Mapping Agency
- The Department of Energy
- The Department of Health and Human Services
- The Department of the Interior
- The Department of Transportation
- The Department of Veterans Affairs
- The Environmental Protection Agency
- The General Services Administration
- The National Aeronautics and Space Administration

Definitions for each value are listed below:

Code	Short Description	Long Description
Y	Yes	FPDS-NG will return Yes if Contracting Agency Code indicates a participating agency listed in FAR 19.1004 and NAICS indicates one of the Industry Groups listed in FAR 19.1005 and/or Agency-Specified Industry Categories and Referenced PIID does not point to an IDV for which IDV Type = FSS and Business Types does not indicate a governmental entity, or educational or non-profit organization and other provisions of FAR 19.10 are met.
N	No	FPDS-NG will return No if Yes does not apply.

There is no formal validation rule for 10K as this is a derived field.

#### 4.11.14 COMMERCIAL ITEM TEST PROGRAM (Data Dictionary Element 10J)

This data element is required for a DCA, Purchase Order, and populates on all orders and PBA Calls and Modifications.

This field designates whether the acquisition utilized FAR 13.5 Test Program for Certain Commercial Items. The FAR 13.5 Test Program provides for the use of simplified acquisition procedures for the acquisition of supplies or services in amounts greater than the simplified acquisition threshold when: (1) the acquisition does not exceed the threshold and the contracting officer reasonably expects that offers will only include commercial items; (2) the acquisition does not exceed the threshold and is for commercial items that, as determined by the head of the agency, are to be used in support of a contingency operation or to facilitate the defense against or recovery from nuclear, biological, chemical, or radiological attack; or (3) the acquisition does not exceed the threshold and can be treated as an acquisition of commercial items in accordance with FAR 12.102(f)(1) -- agency head determines the supplies or services are to be used to facilitate defense against or recovery from nuclear, biological, chemical, or radiological attack.

Definitions for each value are listed below:

v

Code	Short Description	Long Description
Y	Yes	Commercial Item Test Program used
N	No	Not a Commercial Item Test Program

## 4.12 PREFERENCE PROGRAMS/OTHER DATA

Figure 48. Preference Programs/Other Data

Preference Programs / Other Data	
Contracting Officer's Business Size Selection:	Select One
Subcontract Plan:	Select One
Price Evaluation Percent Difference:	%

### 4.12.1 CONTRACTING OFFICER'S BUSINESS SIZE SELECTION (Data Dictionary Element 11A)

This is a required data element for a DCA and a Purchase Order, and it populates on all other Awards and Modifications. This field indicates if the selected contractor meets the small business size standard for award to a small business based on the NAICS code assigned to the action. Select the appropriate value from drop-down menu. This field is important because the Small Business Goaling Report is based on whether or not the business size is small. See Data Dictionary Element 11A Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
S	Small Business	The Contracting Officer determines that the awardee is a small business for this procurement.
O	Other Than Small Business	Enter O if it is other than small business.

**NOTE:** Because the contractor can be considered large in some NAICS and small in others, the contracting officer/buyer will determine the business size based on the NAICS being purchased.

Validation Rule 11A can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158380](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158380).

### 4.12.2 SUBCONTRACT PLAN (Data Dictionary Element 11B)

This data element is Required for a DCA, a Purchase Order and is Not Applicable for all other Awards and Populates on Modifications. It is not required for a Modification, Change or Deleted for both Civilian Agencies and DoD. This field indicates whether the contract award required a Subcontracting Plan. This field is also used to provide information to eSRS on awards that have subcontracting plans. Failure to complete this field accurately impacts vendors' ability to report subcontracting achievement to the Electronic Subcontracting Reporting System (eSRS). Select the appropriate value from the drop down menu. See Data Dictionary Element 11B Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Plan Not Included - No Subcontracting Possibilities	A Subcontracting Plan was not included in the contract because subcontracting possibilities do not exist (FAR 19.705-2D)
B	Plan Not Required	No Subcontracting Plan was required. (Ex. The action did not meet the dollar thresholds in FAR 19.702(a))
C	Plan Required - Incentive Not Included	Includes a Subcontracting Plan, but does not include additional incentives (FAR 19.702(a) and FAR 19.708(c))
D	Plan Required - Incentive Included	Includes a Subcontracting Plan and also includes additional incentives (FAR 19.702(a), FAR 19.708(c) and DFARS 219.708(c))
E	Plan Required (Pre 2004)	Plan Required (Pre 2004)

Validation Rule 11B can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158381](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158381).

#### 4.12.3 PRICE EVALUATION PERCENT DIFFERENCE (Data Dictionary Element 11C)

This data element is optional for a DCA and Populates for a Modification and is Not Applicable for all other Awards for both Civilian Agencies and DoD. Enter a number between 00 and 20 which represents the percent difference between the award price and the lowest priced offer from a responsive, responsible non-HUBZone or non-SDB. Report this percent difference for HUBZone and SDB Price Evaluation Adjustment Programs. Calculate the percentage by dividing the difference (award price minus the lowest priced non-small or HUBZone business) by the lowest priced offer from a non-small business and enter it as a two-digit number rounded to the nearest percent. If no premium was paid, enter two zeros (00). For example: 2% is input as 02, 12% is input as 12, and 5 1/2% is input as 06 (round to the nearest whole percent). See Data Dictionary Element 11C Use Case for appropriate data entry requirements.

Validation Rule 11C can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158382](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158382).

### 5 BASIC INDEFINITE DELIVERY VEHICLES (IDVs)

A basic Indefinite Delivery Vehicle is a contract that the contracting officer awards to one or more vendors to facilitate the delivery of supply and service orders. A contracting officer establishes an Indefinite Delivery Vehicle by awarding a Federal Supply Schedule (FSS), Government-Wide Acquisition Contract (GWAC), Basic Ordering Agreement (BOA), Blanket Purchasing Agreement (BPA), or other Indefinite Delivery Contract (IDC). FAR Part 17 (Special Contracting Methods) defines the types of IDVs. IDV is not a term found in the FAR but serves as an umbrella that covers several different special contracting methods.

Figure 49 Function Buttons



**NOTE:** Depending on the type of action selected, the appropriate button will be enabled.

- New** - Creates a new entry screen for the Award section.
- Save Draft** - Saves the information in your document. Use this when you report data in the system, whether complete or in part. If you have made changes to the action, please hit the Save Draft button before validating or closing the action. This process will ensure that your data will not be lost.
- Validate** - Determines if there are any errors. Use this when the record is complete. If there are errors, the screen will display error messages at the top of the document. All fields in error status are shown in Red and must be corrected in order to Validate and Approve the action.
- Approve** - Allows you to Approve the document. Use this when the document is error free. The record will then be in final status.
- Correct** - Allows you to fix mistakes in FPDS-NG that do not change the legal intent of the contract action. You can only use this function when a contract action is in final status.
- Modify** - Allows you to prepare a modification to a base record. This button is on the header of your entry screen. You can also use the Modification selection from the main menu under Transactions/Modifications.
- Save Tmpl** - Allows you to prepare a document to be used as a template for recurring awards. Templates are created to allow you to quickly complete additional records using the same basic contract information. See Appendix X for instructions for creating a template.



**Delete** - Allows you to Delete a record entirely from the system. Nothing is saved in FPDS-NG. However, the PIID may be re-used. FPDS-NG will not allow the user to delete a base record if there are modifications or orders against it.

**Print** - Allows you to print the document that is currently on the screen. The landscape mode should be used to capture all fields on the document.

**Close** - Closes the current document without saving. The user will see a dialog box asking if the document should be saved.

**Help** - Provides the user on-line help that includes a glossary. You can also access the help at <https://fpds.gov> or click the Help button at the top right corner of the main FPDS-NG screen.

**NOTE: The Void functionality has been deprecated from FPDS-NG as of July 10, 2009.**

## TRANSACTION INFORMATION

Figure 50 Transaction Information for IDV

Transaction Information			
IDV Type:	Other IDC	Prepared Date:	08/24/2009 14:13:19
IDV Status:	NEW	Prepared User:	QTP_FPDSNG_CIVILIAN
		Last Modified Date:	
		Last Modified User:	

FPDS-NG automatically generates the following information:

- IDV Type
- IDV Status
- Prepared Date
- Last Modified Date
- Prepared User
- Last Modified User

### 5.1.1 IDV TYPE (Data Dictionary Element 12A)

The IDV types include:

- **FSS** (Federal Supply Schedule) - A simplified process of acquiring commonly used supplies and services in varying quantities at lower prices while obtaining discounts associated with volume buying. GSA and VA are the only agencies authorized to award this type of contract.
- **GWAC** (Government-Wide Acquisition Contract) - When creating a government wide vehicle for ordering IT services or supplies. Delegation of authority must be received from OFPP to award this type of vehicle (such as, COMMITS, ITOP, STARS and SEWP).
- **BOA** (Basic Ordering Agreement) - A written instrument of understanding, negotiated between the Government and a contractor, that contains (1) terms and clauses applying to future actions (orders) between the parties during the term, (2) a description, as specific as practical, of supplies or services to be provided, and (3) methods for pricing, issuing, and delivering future orders under the Basic Ordering Agreement. Each order against a BOA is a separate contract. Federal Schedule Contracts are not Basic Ordering Agreements.
- **BPA** (Blanket Purchasing Agreement) - A BPA simplifies the filling of recurring needs for supplies or services, while leveraging a customer's buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork. Ordering Offices may establish BPAs against a Federal Supply Schedule.
- **IDC** (Indefinite Delivery Contract) - A vehicle that has been awarded to one or more vendors to facilitate the delivery of supply and service orders. These may include Multiple Award Contract (MAC), Indefinite Delivery Indefinite Quantity (IDIQ), Indefinite Delivery Definite Quantity (IDDQ), and Indefinite Delivery Requirement (IDR).

The IDV type is determined by your selection from the Basic IDVs column on the main screen.

Validation Rule 12A can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158386](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158386)

## 5.2 DOCUMENT INFORMATION

Figure 51. Document Information for IDV

Document Information				
	Agency	Procurement Identifier	Modification No	Trans No
Award ID: <sup>*</sup>	4700		0	0
Referenced IDV ID:				
Reason For Modification:				
Solicitation ID:				
	Agency Identifier	Main Account	Sub Account	Initiative
Treasury Account Symbol: <sup>*</sup>				Select One

### 5.2.1 IDV ID

Consists of the Agency (Code), Procurement Instrument Identifier (PIID) and Modification Number as described below.

#### 5.2.1.1 AGENCY

This data element is required for all IDVs and is automatically populated based on the user's profile. Note that all of DOD uses the 9700 agency code/identifier.

#### 5.2.1.2 PROCUREMENT INSTRUMENT IDENTIFIER (PIID) (Data Dictionary Element 1A)

As defined in FAR 4.605(a) enter the unique PIID that identifies your IDV. The PIID is the contract number. The PIID field is required for all IDVs and Modifications. Please consult your agency requirements for the agency PIID prefix and numbering scheme that may be used by your agency. FPDS-NG allows up to 50 characters for this field.

#### 5.2.1.3 MODIFICATION NUMBER (Data Dictionary Element 1B)

Enter a Modification Number when reporting modifications to contracts, agreements, or orders. Report the modification number sequence as prescribed by your agency. This number must be unique for any given PIID. FPDS-NG requires this field for all modifications. This field contains up to 25 characters.

Validation Rule 1B is found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158294](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158294).

#### 5.2.1.4 REFERENCED IDV ID (Data Dictionary Element 1C)

Enter the contract or agreement number of the IDV against which your Part 8 Blanket Purchase Agreement (BPA) is placed. This field can only have an entry for the initial entry of a Part 8 BPA. For all other IDV types the field is grayed out, meaning that no entry is allowed. FPDS-NG allows up to 50 characters.

Validation Rule 1C is found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158295](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158295)

#### 5.2.1.5 REASON FOR MODIFICATION (Data Dictionary Element 12C)

This field will only be available when performing a modification to an existing contract. Select the appropriate entry from the drop down menu.

The entries are as follows:

(Please note that you will not see the codes on the FPDS-NG input screen.)

Code	Short Description	Code	Short Description
A			Additional Work (new agreement, FAR part 6 applies)

B	Supplemental Agreement for work within scope
C	Funding Only Action
D	Change Order
E	Terminate for Default (complete or partial)
F	Terminate for Convenience (complete or partial)
G	Exercise an Option
H	Definitize Letter Contract
J	Novation Agreement
K	Close Out
L	Definitize Change Order
M	Other Administrative Action
N	Legal Contract Cancellation
P	Rerepresentation of Non-Novated Merger/Acquisition
R	Rerepresentation
S	Change PIID
T	Transfer Action
V	Vendor DUNS Change
W	Vendor Address Change
X	Terminate for Cause

**NOTES:** When a modification changes the vendor information, i.e., name and/or address, you must select Novation Agreement. Otherwise, the system will not allow changes to the vendor information on a modification. 'Transfer Action' is a new entry in the Reason for Modification field. Anyone can select this entry; however, you will not be able to save draft if you do not have the Transfer privilege.

Validation Rule 12 C can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158388](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158388)

#### 5.2.1.6 SOLICITATION ID (Data Dictionary Element 1E)

Enter the solicitation number in this field if required by your agency.

#### 5.2.1.7 Treasury Account System (TAS) - (Data Element 6SG thru 6SI)

The data element is required on all civilian documents if the Action Obligation is more than or less than zero \$0.00. For DoD, this data element is Optional irrespective of the Action Obligation value except for American Recovery and Reinvestment Act actions when it is required for DoD. This data element is also used to identify if the funds were part of the American Recovery and Reinvestment Act. If you do not know your Treasury Account Symbol (TAS) please contact your budget/finance office.

### 5.3 DATES AND AMOUNTS

Figures 52. Dates and Amounts for IDV

Dates		Amounts	
Date Signed (mm/dd/yyyy) :*	<input type="text"/>	Action Obligation:	<input type="text" value="\$0.00"/>
Effective Date (mm/dd/yyyy) :*	<input type="text"/>	Base And All Options Value:*	<input type="text" value="\$0.00"/>
Last Date to Order (mm/dd/yyyy) :*	<input type="text"/>		

#### 5.3.1 DATE SIGNED (Data Dictionary Element 2A)

The data element is required for all IDVs and Modifications. The date signed is when a mutually binding agreement is reached. The date signed by the Contracting Officer or the Contractor, whichever is later. The format is mm/dd/yyyy. For basic agreements, or IDVs, for which there is no funding on the basic document, the date signed is the date mutually agreed upon by the contracting officer and the contractors. When funds are obligated the date signed should be the date of the written obligation of funds.

**NOTE:** All reports unless otherwise stated in the report criteria will be programmed to use the Date Signed.

Validation Rule 2A can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158302](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158302)

### 5.3.2 EFFECTIVE DATE (Data Dictionary Element 2B).

The data element is required for all IDVs and Modifications. This date can be the same date as the Date Signed. The format is mm/dd/yyyy. The effective date is the date that the parties agree will be the starting date for the contract's requirements. In certain cases the effective date may be delayed so that it is later than the date signed. Reasons could include avoiding major holidays or to wait for the availability of funds. The effective date can also be before the date signed when a contractor started work before a formal agreement was signed.

Validation Rule 2B can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158303](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158303)

### 5.3.3 LAST DATE TO ORDER (Data Dictionary Element 2E)

The data element is required for all IDVs and Modifications. Last date on which an order may be placed against an indefinite delivery vehicle. The format is mm/dd/yyyy.

Validation Rule 2E can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158306](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158306)

## 5.4 AMOUNTS

### 5.4.1 Action Obligation (Data Dictionary Element 3C)

This data element is Optional for all IDVs and Modifications. Enter the net amount of funds (in dollars and cents) obligated or deobligated by this transaction. If the net amount is zero, enter zero. If the net amount is a deobligation, enter a minus sign at the beginning of the amount. Enter dollars and cents.

Validation Rule 3C can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158310](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158310)

### 5.4.2 Base and All Options Value (Data Dictionary Element 3A)

This data element is Required for all IDVs and Modifications. Enter the mutually agreed upon total contract or order value including all options (if any). For Indefinite Delivery Vehicles, this is the total estimated value for all orders which are expected to be placed against the vehicle. For modifications, this is the change (positive or negative, if any) in the mutually agreed upon total contract value. Enter dollars and cents.

Validation Rule 3A can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158308](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158308)

## PURCHASER INFORMATION

Figure 53. Purchaser Information for IDV

Purchaser Information	
Contracting Office Agency ID:* 4740	Contracting Office Agency Name: PUBLIC BUILDINGS SERVICE
Contracting Office ID:* BW000	Contracting Office Name: GSA/PUBLIC BUILDINGS SERVICE
Funding Agency ID:*	Funding Agency Name:
Funding Office ID:*	Funding Office Name:
Foreign Funding:* Select One	

#### **5.5.1 CONTRACTING OFFICE AGENCY ID (Data Dictionary Element 4A)**

FPDS-NG automatically populates this field based on the user's profile. This code cannot be changed when the document is in final status unless you issue a modification to specifically transfer responsibility to another office.

#### **5.5.2 CONTRACTING OFFICE AGENCY NAME.**

FPDS-NG automatically populates this field based on the name associated with the Contracting Office Agency ID in 5.1.1.

#### **5.5.3 CONTRACTING OFFICE ID (Data Dictionary Element 4B)**

This data element is Required for all IDVs and Modifications. Enter the code that identifies your contracting office. Must be a valid value in the contracting office table. Agency system administrators are responsible for maintaining their agency's list of valid contracting offices.

#### **5.5.4 CONTRACTING OFFICE NAME**

FPDS-NG automatically populates this field based on the name associated with the Contracting Office ID in 5.1.3.

#### **5.5.5 FUNDING AGENCY ID (Data Dictionary Element 4C)**

This data element is required for all IDVs and Modifications for both Civilian Agencies and DoD. If funding has been provided by more than one agency a separate action should be prepared to reflect the obligations from each agency. Enter the code on each action which identifies the agency that provided the obligated funds. See Data Dictionary Element 4C Use Case for appropriate data entry requirements.

Validation rule 4C can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158314](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158314)

#### **5.5.6 FUNDING AGENCY NAME**

FPDS-NG automatically populates the agency name based on the agency code entered in the Funding Agency ID.

#### **5.5.7 FUNDING OFFICE ID (Data Dictionary Element 4D)**

This data element is required for all IDVs and Modifications for both Civilian Agencies and DoD. Do not enter a code unless it is a valid funding office code in the FPDS-NG Contracting Office/Funding Office Lookup Table for the agency. If Program/Funding Agency is DoD, the Program/Funding Office Code must be a DoD Activity Address Code (DoDAAC) that aligns to the code provided in the Funding Agency ID. The Program/Funding Office Code is NOT the payment office (such as DFAS), it is the requiring organization providing the preponderance of funding for the contract action. If another agency provided the funds for the award, their four digit agency code should be entered in this field. This field is important because the Small Business Goaling Report is based on Funding Agency. See Data Dictionary Element 4D Use Case for appropriate data entry requirements.

Validation Rule 4D can be found at the following location:

[http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158315](http://www.fpdsng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158315)

#### **5.5.8 FUNDING OFFICE NAME**

FPDS-NG automatically populates the office name based on the funding/contracting office code entered in the Funding Office ID.

#### **5.5.9 FOREIGN FUNDING (Data Dictionary Element 4F)**

This data element is required for all IDVs and Modifications for both Civilian Agencies and DoD. This field indicates if the contract action was funded by a foreign entity. Select the appropriate entry from the following drop down list. See Data Dictionary Element 4F Use Case for appropriate data entry requirements.

Short Description	Long Description
Foreign Funds FMS	Report this code if a foreign government or international organization bears some of the cost of the acquisition through Foreign Military Sales.
Foreign Funds non-FMS	Report this code if a foreign government or international organizations bears some cost of the acquisition by means other than Foreign Military Sales.
Not Applicable	Report this code if a foreign government or international organization does not bear any of the cost of the acquisition.

Validation Rule 4F can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158317](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158317)

## CONTRACTOR INFORMATION

Figure 54. Contractor Information for IDV

### 5.6.1 SAM EXCEPTION (Data Dictionary Element 9J)

All vendors must have a DUNS® NUMBER. All vendors are required to register in the System for Award Management (SAM) database except when one of the following seven exceptions applies.

If a SAM Exception is selected for the award, choose one of the following from the drop down menu:

- **Awards made to foreign vendors for work performed outside the United States** (if it is impractical to obtain SAM registration).
- **Classified Contracts** (see FAR 2.101) when registration in the SAM database, or use of SAM data, could compromise the safeguarding of classified information or national security.
- **Contracting Officers deployed in the course of military operations**, including but not limited to contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(7).
- **Contracting Officers conducting emergency operations**, such as responses to natural or environmental disasters, or national or civil emergencies. For example, the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121).
- **Contracts to support unusual or compelling needs** (see FAR 6.302-2).
- **Government-wide Commercial Purchase Card** used as both the purchasing and payment mechanism, as opposed to using the purchase card only as a payment method.
- **Micro-purchases that do not use the EFT method for payment** and are not required to be reported. (FAR 4.6)

**NOTE:** Even if an exception is authorized, you must enter a DUNS® NUMBER.. If you choose an exception, the vendor information fields open for manual data entry. In addition to completing the name, address, and DUNS information, You must check all of the appropriate socioeconomic and



business-related fields. See the screen shot below. If the vendor DUNS® NUMBER is in the System for Award Management (SAM), whether generic or actual, the system will not allow an exception. An error message will appear upon saving the document.

Validation Rule 9J can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158362](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158362)

### 5.6.2 DUNS® NUMBER (Data Dictionary Element 9A)

All vendor entries in FPDS-NG must have a DUNS® NUMBER. There are two types of DUNS® NUMBERS, Individual or Vendor DUNS® NUMBERS, and Generic DUNS® NUMBERS.

- Individual or Vendor DUNS® NUMBER - The vendor obtains a DUNS® NUMBER through DUN and Bradstreet and enters it into SAM. FPDS-NG uses the DUNS number provided by the user reporting the contract action report to access the vendor information registered in SAM.
- Generic DUNS® NUMBER - The government has established a small subset of 'Generic' DUNS numbers registered with Dun & Bradstreet and SAM, which may be used in limited circumstances according to your agency procedures. Contact your agency system administrator regarding questions on your agency's use of generic DUNS. When you use a generic DUNS number, FPDS-NG will populate the vendor name and address related to that generic DUNS number registered in SAM. The use of generic DUNS numbers obscures the identification of the actual contractor, and should therefore be used sparingly so as not to limit transparency to the public.

**NOTE:** You must have a DUNS® NUMBER or you cannot complete a contract action report in FPDS-NG.

Validation Rule 9A can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158357](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158357)

The following information is automatically populated from SAM unless a SAM exception is used.

- VENDOR NAME
- DBAN (DOING BUSINESS AS NAME)
- STREET
- STREET 2
- CITY
- STATE
- ZIP CODE
- COUNTRY
- PHONE
- FAX No
- CONGRESSIONAL DISTRICT

### BUSINESS CATEGORY-OBTAINED FROM SAM AND CANNOT BE CHANGED BY USER.

Populated from SAM except when there is a valid SAM exception. When there is a SAM exception the checkboxes are not grayed out and the user can click on each business element which applies to the action's vendor and use the On-Line Representations and Certifications Application (ORCA) located at <https://www.sam.gov> to get the socio-economic information needed.

Figure 55. Business Category

Business Category		Hide Details
Organization Type		Vendor is not selected.
Number of Employees	0	
State of Incorporation		
Country of Incorporation		
Annual Revenue	\$0	

The FPDS-NG vendor file receives the information in this section from the System for Award Management (SAM). FPDS-NG receives a file nightly from SAM to update it's internal vendor file. The only time FPDS-NG opens these fields for the user to complete is when using a SAM Exception, as explained in the SAM Exception section. Use ORCA <https://www.sam.gov> to get the socio-economic information needed for the vendor in the case of a SAM Exception.

## 5.7 CONTRACT DATA

Figure 56. Contract Data for IDV

**Contract Data**

Type of Contract: Select One

Major Program:

National Interest Action: Select One

Type of IDC: Select One

Multiple Or Single Award IDV: Select One

Program Acronym:

Cost Or Pricing Data: Select One

Cost Accounting Standards Clause: Select One

Consolidated Contract: Select One

Undefined Action: Select One

Multiyear Contract: Select One

Performance Based Service Acquisition: Select One  
*\* FY 2004 and prior; 80% or more specified as performance requirement*  
*\* FY 2005 and later; 50% or more specified as performance requirement*

Contingency Humanitarian Peacekeeping Operation: Select One

### 5.7.1 TYPE OF CONTRACT (Data Dictionary Element 6A)

This data element is required for all IDVs and Modifications for both Civilian Agencies and DoD. This field displays the type of contract from FAR 16 that applies to this procurement. If an award has more than one contract type, identify the type with greater contract dollar value, or, for agencies that report multiple actions, follow your agency instructions. Select the appropriate value from the drop down menu.

- Select One
- Cost No Fee
- Cost Plus Award Fee
- Cost Plus Fixed Fee
- Cost Plus Incentive Fee
- Cost Sharing
- Firm Fixed Price
- Fixed Price Award Fee
- Fixed Price Incentive
- Fixed Price Level of Effort
- Fixed Price Redetermination
- Fixed Price with Economic Price Adjustment
- Labor Hours
- Order Dependent (IDV allows pricing arrangement to be determined separately for each order)
- Time and Materials

The value Combination (Applies to Awards where two or more of the above apply) cannot be selected on documents with a date signed of October 1, 2009 and later and the value Other (Applies to Awards where none of the above apply) cannot be selected on documents with a date signed of October 1, 2008 and later.

Validation Rule 6A can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158329](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158329)

### 5.7.2 MAJOR PROGRAM (Data Dictionary Element 6G)

This field is not required but you may enter it on all IDVs except for an FSS. This is the agency determined code for a major program within the agency. For an Indefinite Delivery Vehicle, this may be the name of a GWAC (such as, ITOPS or COMMITS).

Validation Rule 6G can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158335](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158335)

### 5.7.3 NATIONAL INTEREST ACTION (Data Dictionary Element 6R)

The data element is required for all IDVs and Modifications. This field identifies the awards made in response to national interest actions. The actions included in this list are determined by the Department of Homeland Security. Select the appropriate entry from the drop down menu.

CAUTION: The list below is representative only. Additional values may have been added since this document was last updated.

Values are listed below:

Q10H	Haiti Earthquake 2010	Haiti Earthquake 2010
O10G	Gulf Oil Spill 0410	Gulf Oil Spill 0410

Code	Short Description	Long Description
NONE	None	None
H05K	Hurricane Katrina 2005	Hurricane Katrina 2005. This code is valid for actions starting 8/23/2005.
H05O	Hurricane Ophelia 2005	Hurricane Ophelia 2005. This code is valid for actions starting 9/6/2005.
H05R	Hurricane Rita 2005	Hurricane Rita 2005. This code is valid for actions starting 9/17/2005.
H05W	Hurricane Wilma 2005	Hurricane Wilma 2005. This code is valid for actions starting 10/17/2005.
W081	California Wildfires 2008	California Wildfires 2008. This code is valid for actions signed 10/1/2007 through 5/11/2009.
F081	Midwest Storms and Flooding 2008	Midwest Storms and Flooding 2008. This code is valid for actions signed 6/26/2008 through 5/11/2009.
H08G	Hurricane Gustav 2008	Hurricane Gustav 2008. This code is valid for actions starting 8/29/2008.
H08H	Hurricane Hanna 2008	Hurricane Hanna 2008. This code is valid for actions signed 9/4/2008 through 1/31/2009.
H08I	Hurricane Ike 2008	Hurricane Ike 2008. This code is valid for actions starting 9/4/2008.

H06C	Hurricane Chris 2006	Hurricane Chris 2006. This code is valid for actions signed 8/1/2006 through 8/30/2006.
H06E	Hurricane Ernesto 2006	Hurricane Ernesto 2006. This code is valid for actions starting 8/25/2006.
I09P	Inauguration 2009	Inauguration Emergency Declaration 2009. This code is valid for actions signed 1/15/2009 through 1/24/2009.
T10S	American Samoa Earthquake, Tsunami and Flooding 2010	American Samoa Earthquake, Tsunami and Flooding 2010. This code is valid for actions signed 9/30/2009 through 12/31/2009.
Q10H	Haiti Earthquake 2010	Haiti Earthquake 2010. This code is valid for actions signed 1/13/2010 through 1/15/2012.
O10G	Gulf Oil Spill 0410	Gulf Oil Spill 0410. This code is valid for actions signed 4/25/2010 through 08/23/2013.
H11I	Hurricane Irene 2011	Hurricane Irene 2011. This code is valid for actions signed 8/22/2011 through 10/22/2012.
O12F	Operation Enduring Freedom(OEF)	Operation Enduring Freedom(OEF). This code is valid for actions signed 10/01/2011 through 09/30/2014.
H12I	Hurricane Isaac 2012	Hurricane Isaac 2012 (ISAAC2012). This code is valid for actions signed 8/30/2012 through 12/28/2012.
H13S	Hurricane Sandy 2013	Hurricane Sandy (SANDY2012). This code is valid for actions signed 10/28/2012 through 12/17/2013.

#### 5.7.4 TYPE OF IDC (Data Dictionary Element 6D)

This data element is Required on a IDC and Populates to the Modification. It is Not Applicable for all other IDVs. This field identifies whether the IDC or Multi-Agency Contract is Indefinite Delivery/Requirements, Indefinite Delivery/Indefinite Quantity, or Indefinite Delivery/Definite Quantity (FAR 16.5). Select the appropriate value from the drop down menu. An entry is required for civilian agency and DoD IDCs. Values are listed below:

Code	Short Description
A	Indefinite Delivery / Requirements
B	Indefinite Delivery / Indefinite Quantity
C	Indefinite Delivery / Definite Quantity

Validation Rule 6D can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158332](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158332)

#### 5.7.5 MULTIPLE OR SINGLE AWARD IDV (Data Dictionary Element 6E)

This data element is Auto Populated as Multiple for an FSS and GWAC and is Required for all other IDVs and it Populates to the Modification. This field indicates whether the contract is one of many that resulted from a single solicitation, or all of the contracts are for the same or similar items, and contracting officers are required to compare their requirements with the offerings under more than one contract or are required to acquire the requirement competitively among the awardees. Select the appropriate value from the drop down menu.

Note: BPA "Multiple or Single Award IDV" value does not pull the "Multiple or Single Award IDV" value of the referenced FSS to the BPA. The "Multiple or Single Award IDV" value shall be required and selected by the user for all BPA bases created.

Values and descriptions are listed below:

Code	Short Description	Long Description
M	Multiple Award	Enter code M if the contract is one of several awarded under a single solicitation when contracting officers are required to compare or compete their requirements among several vendors.
S	Single Award	Enter code S when the contract does not meet the definition of a multiple award contract.

Validation Rule 6E can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158333](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158333)

#### 5.7.6 PROGRAM ACRONYM (Data Dictionary Element 6P)

This Data Element is Not Applicable for an FSS. It is required on a GWAC and is Optional on all other IDVs and the value will populate to the Modification. The short name, title, or code used for a GWAC or other major contracting program. Examples include COMMITS, ITOPS, SEWP, and DT-IV.

#### 5.7.7 COST OR PRICING DATA (Data Dictionary Element 6J)

This data element is required for an ICD and is Not Applicable for all other IDVs. The value will populate to the Modification. Select the appropriate value from the drop-down menu. Values are listed below:

Code	Short Description
N	No
W	Not Obtained - Waived
Y	Yes

#### 5.7.8 COST ACCOUNTING STANDARDS CLAUSE (Data Dictionary Element 6L)

This data element is required on all IDVs and the populates to the Modification. This field indicates whether the contract includes a Cost Accounting Standards clause.

Code	Short Description	Long Description
Y	Yes - CAS clause included	Select this code if the action includes a Cost Accounting Standards clause.
N	No - CAS waiver approved	Select this code if the action was subject to CAS, but a waiver was approved.
X	Not Applicable exempt from CAS	Select this code if the action is exempted from CAS.

#### 5.7.9 CONSOLIDATED CONTRACT (Data Dictionary Element 8P)

This data element is Not Applicable for an FSS and GWAC. It is required on all other IDVs and populates to the Modification. Enter 'Yes' if the contract action is awarded with an estimated total value that exceeds the threshold stated in the FAR at time of contract award and the action is a consolidation of contract requirements. Enter 'No' if the contract is not a consolidation of contract requirements. Thresholds change over time. Please verify the threshold in place for the date signed of the contract.

Validation Rule 8P can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158355](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158355)

#### 5.7.10 UNDEFINITIZED ACTION (Data Dictionary Element 6B)

This data element is Not Applicable for an FSS and GWAC. It is required on all other IDVs and Modification. If the contract is a Letter Contract, then select Letter Contract. If the contract action is



an Undefinitized Action, then select Other Undefinitized Action. If the Contract action is neither a Letter Contract nor an Undefinitized Action, then select Not Applicable.

Code	Short Description	Long Description
A	Letter Contract	Report this code if the DCA or IDV contract is a Letter Contract. Also report this code for funding modifications to a letter contract, prior to definitization.
B	Other Undefinitized Action	Report this code for unpriced POs, unpriced delivery/task orders, BPA calls, or unpriced contract modifications (except for funding mods reported as letter contracts). Also report this code for funding mods, prior to definitization, of actions reported as Other Undefinitized Action.
X	NO	Report this code if the action is neither a Letter Contract nor an Undefinitized Action.

Validation Rule 6B can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158330](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158330)

#### 5.7.11 MULTIYEAR CONTRACT (Data Dictionary Element 6C)

This data element is only Required on an IDC. It is Not Applicable for all other IDVs and Modifications. This field indicates that this transaction is a multi-year contract. These are contracts issued under specific Congressional multi-year authority for specific programs. The key distinguishing difference between multiple year and multi-year contracts is that multi-year contracts authorize performance beyond the period for which funding has been appropriated, without having to exercise options for each program year. They normally include a cancellation ceiling, i.e., the maximum amount the government will pay for termination if the remaining funding is not appropriated. (FAR 17.103). Select No if the transaction is not a multi-year contract.

#### 5.7.12 PERFORMANCE BASED SERVICE ACQUISITION (Data Dictionary Element 6F)

This data element is required on all IDVs and Modifications.

The PBSA process:

- Describes the requirements in terms of results required rather than the methods of performance of the work.
- Uses measurable performance standards (e.g. terms of quality, timeliness, and quantity) and quality assurance surveillance plans (see FAR 46.103(a) and 46.401(a)).
- Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see FAR 46.407).
- Includes performance incentives where appropriate. For FPDS-NG reporting purposes, a minimum of 50% of the anticipated obligations under the procurement action must meet the above requirements. Select the correct value from the drop down box.

For FY 2004 and prior, this is a contract for services and 80% or more of the requirement specified as a performance requirement.

For FY 2005 and later, this is a contract for services and 50% or more of the requirement is specified as a performance requirement.

See Data Dictionary Element 6F Use Case for appropriate data entry requirements. Definitions for each value are listed below:

Code	Short Description	Long Description
------	-------------------	------------------



Y	Yes-Service where PBA is used.	Enter Yes for contract actions for services where: For FY2004 and prior - 80% of the requirement is performance based, as measured in dollars; for FY2005 and later - 50% of the requirement or performance based, as measured in dollars.
N	No - Service where PBA is not used.	Enter No for contract actions for services where the above PBA standards are not met.
X	Not Applicable	Enter Not Applicable for contract actions where PBA does not apply.

#### 4.8.12 CONTINGENCY, HUMANITARIAN, OR PEACEKEEPING OPERATION (Data Dictionary Element 6H)

This data element is Not Applicable for an FSS and Required on all other IDV's and Modifications. This is a designator of contract actions and supports a declared contingency operation, a declared humanitarian operation, or a declared peacekeeping operation. Choose the appropriate selection from the drop-down menu. See Data Dictionary Element 6H Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description
A	Contingency operation as defined in 10 U.S.C. 101(a)(13)
B	Humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(8)
X	If A or B does not apply

There is no formal validation rule for 6H.

## 5.8 LEGISLATIVE MANDATES AND INTER AGENCY CONTRACTING AUTHORITY

Figure 57 Legislative Mandates and Inter Agency Contracting Authority

Legislative Mandates		Inter Agency Contracting Authority	
Clinger-Cohen Act:	Select One	Interagency Contracting Authority:	Select One
Service Contract Act:	Select One	Other Interagency Contracting Statutory Authority:	
Walsh-Healey Act:	Select One		
Davis Bacon Act:	Select One		

#### 5.8.1 CLINGER-COHEN ACT (Data Dictionary Element 7A)

The data element is Required on an FSS, GWAC, BOA, IDC, and Part 13 BPA. It populates to the Modifications and a Part 8 BPA populates from the FSS. Select Yes if the contracting agency or the funding agency is DoD and this procurement is for computer hardware or services. Select a value certified by the funding office as to whether the planning requirements at 42 USC 1422 and 42 USC 1423 are met. If the funding agency is not DoD, or the planning requirements were other than those cited above, select No. See Data Dictionary Element 7A Use Case for appropriate data entry requirements.

#### 5.8.2 SERVICE CONTRACT ACT (Data Dictionary Element 7C)

The data element is Required on an FSS, GWAC, BOA, IDC, and Part 13 BPA. It populates to the Modifications and a Part 8 BPA populates from the FSS. Select Yes if the award is subject to the Service Contract Act and the Service Contract Act clause and wage determination or the collective bargaining agreement is included in the award. Otherwise, select No or Not Applicable. (FAR 22.10). Select Not Applicable if the award does not meet the dollar threshold or was listed as exempt under FAR 22.10. See Data Dictionary Element 7C Use Case for appropriate data entry requirements.

Note: The base document propagates the value to all the modifications. The FSS propagates the value to BPAs that reference FSS.

Validation Rule 7C can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158343](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158343).

### 5.8.3 WALSH HEALEY ACT (Data Dictionary Element 7B)

The data element is Required on an FSS, GWAC, BOA, IDC, and Part 13 BPA. It populates to the Modifications and a Part 8 BPA populates from the FSS. Select Yes if the award is subject to the Walsh Healey Act and the Walsh Healey Act clause is included in the award. The Walsh Healey Act applies to the manufacture or furnishing of materials, supplies, articles, and equipment (referred to as supplies) in any amount exceeding \$10,000. Otherwise, select No or Not Applicable. (FAR 22.6). Select Not Applicable if the dollar threshold was not met or if the award was exempt based on the fact that it was not a manufactured item. See Data Dictionary Element 7B Use Case for appropriate data entry requirements.

Validation Rule 7B can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158342](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158342).

### 5.8.4 DAVIS BACON ACT (Data Dictionary Element 7D)

The data element is Required on an FSS, GWAC, BOA, IDC, and Part 13 BPA. It populates to the Modifications and a Part 8 BPA populates from the FSS. Select Yes if the award is subject to the Davis Bacon Act and the Davis Bacon Act clause and wage determination or the collective bargaining agreement is included in the award. The Davis Bacon Act applies to contracts in excess of \$2,000 for construction, alteration, or repair (including painting and decorating) of public buildings or public works within the United States. Otherwise, select No or Not Applicable. (FAR 22.403-1). Select Not Applicable if the procurement is not for construction or if the dollar threshold was not met. See Data Dictionary Element 7D Use Case for appropriate data entry requirements.

Validation Rule 7D can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158344](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158344).

### 5.8.5 INTERAGENCY CONTRACTING AUTHORITY (Data Dictionary Element 7E)

The data element is Required on an FSS, GWAC, BOA, IDC, Part 13 BPA and Modifications. It populates to the Part 8 BPA from the FSS. If you select Other Statutory Authority, you must complete the Other Interagency Contracting Statutory Authority data element. See Data Dictionary Element 7E Use Case for appropriate data entry requirements.

Code	Short Description	Long Description
A	Economy Act	Report this code if the transaction is subject to the Economy Act.
B	Other Statutory Authority	Transaction is subject to other interagency contracting Statutory Authority.
X	Not Applicable(the field does not apply)	No Statutory Authority applies to the transaction

Validation Rule 7E can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158345](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158345).

### 5.8.6 OTHER INTERAGENCY CONTRACTING STATUTORY AUTHORITY (Data Dictionary Element 7F)

This data element is Optional unless the Interagency Contract Authority has a value of Other Statutory Authority. This field indicates whether the transaction is subject to other statutory authority. For the initial load of a Multi-Agency Contract or other IDC, enter the citation for the law, if the award is authorized pursuant to legislation other than the Economy Act.

Validation Rule 7F can be found at the following location:

## 5.9 CONTRACT MARKETING DATA

Figure 58. Contracting Marketing Data Section

**Contract Marketing Data**

Website URL: (<http://www.fpds.gov>)

Who Can Use: Select One

FIPS 95 codes / Other Text:

Email Contact:

Maximum Order Limit:

Fee for Use of Service:

☐ Fixed

☐ Varies by Amount

☐ Varies by Other Factor

☐ No Fee

Ordering Procedure (1000 characters):  
(Optional if Website URL is provided, otherwise mandatory.)

### 5.9.1 WEBSITE URL (Data Dictionary Element 5A)

This data element is required on an FSS and is Optional on all Other IDVs and is Not Applicable for Modifications. This is the web site URL for inter-agency Indefinite Delivery Vehicles. Enter the web site URL where users may go to get more information on the contract or program. Maximum length is 100 positions. This data element is required on an FSS.

Validation Rule 5A can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc)

### 5.9.2 WHO CAN USE (Data Dictionary Element 5B)

This data element is required on all IDVs and is Not Applicable for Modifications. This field designates agencies that may place orders against this indefinite delivery vehicle. For the initial award of an IDV, select one of the following:

- **Only My Agency** - Only the agency awarding the contract may place orders.
- **All Agencies** - All Federal Government agencies may place orders against the contract.
- **Defense** - Only Department of Defense agencies may place orders against the contract.
- **Civilian** - Only civilian agencies may place orders against the contract.
- **Other** - Provide a text statement of which agencies may place orders against the contract.

Validation Rule 5B can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc)

### 5.9.3 CODES/OTHER TEXT

If you select "Codes" or "Other" under "Who Can Use," this field will allow you to enter the four position agency codes for agencies that can use this contracting vehicle. For example: 4730, 9700, 8000, etc.

### 5.9.4 EMAIL CONTACT (Data Dictionary Element 18R)

This data element is Required on a FSS and is Optional on all other IDVs and Populates to the Modification. The email address of the point of contact for an IDV, contractor, contracting agency, reporting agency, customer, or offset officer.

Validation Rule 18R can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158454](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158454)

### 5.9.5 MAXIMUM ORDER LIMIT (Data Dictionary Element 5C)

This data element is Required on all IDVs and is Optional on a Modification. This is the maximum dollar amount that applies to a single order against an Indefinite Delivery Vehicle. If this action is an initial load of an IDV, then enter the maximum dollar amount that applies to a single order against the IDV.

Validation Rule 5C can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158322](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158322)

### 5.9.6 FEE FOR USE OF SERVICE (Data Dictionary Element 5D, E, F & G)

This data element is Not Applicable for an FSS. It is Required on a GWAC and is Optional on all other IDVs and Populates to the Modification. The administrative fees charged for using an Indefinite Delivery Vehicle other than the Federal Supply Schedule (FSS) Vehicle. The types include:

Validation Rule 5D can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158323](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158323).

- **Fixed** - "Fixed Fee" Fee for Use of Service. For example: 2% is entered as 2 (the system will round to two decimal places) and 4.7565 will be rounded to 4.76%.

Validation Rule 5E can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158324](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158324).

- **Varies by Amount:**
- **Lower Value** - Enter the whole dollar lower fee value amount if "Varies by Amount"/"Varies by Other factor" are selected for Fee for Use of Service.

Validation Rule 5F can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158324](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158324).

- **Upper Value** - Enter the whole dollar upper fee value amount if "Varies by Amount"/"Varies by Other factor" is selected for Fee for Use of Service.

Validation Rule 5G can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158326](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158326).

- **Varies by Other Factor** - Select this if none of the above applies.
- **No Fee** - Select this if there is no fee applied for use of services.

### 5.9.7 ORDERING PROCEDURE (Data Dictionary Element 5H)

This data element is Not Applicable for an FSS and is Optional on all other IDVs and Populates to the Modification. For the initial load of the IDV, describe ordering procedures, unless included in the Government website listed in the "Web Site URL" data element.

Validation Rule 5H can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158327](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158327).

## 5.10 PRODUCT OR SERVICE INFORMATION

Figure 59. Product or Service Information for IDVs

Product Or Service Information	
Product/Service Code:*	<input type="text"/> ... Description: <input type="text"/>
Principal NAICS Code:*	<input type="text"/> ... Description: <input type="text"/>
Claimant Program Code:	<input type="text"/> ... Description: <input type="text"/>
Bundled Contract:*	Select One <input type="button" value="v"/>
GFE/GFP Provided Under This Action:*	Select One <input type="button" value="v"/>
Use Of Recovered Material:*	Select One <input type="button" value="v"/>
Domestic or Foreign Entity:*	Select One <input type="button" value="v"/>
Sea Transportation:	Select One <input type="button" value="v"/>
Description Of Contract Requirement:*	<input type="text"/>
(4000 characters)	

### 5.10.1 PRODUCT OR SERVICE CODE (Data Dictionary Element 8A)

This data element is required for all IDVs and Populates to the Modification. Report the four-character code from the FPDS Product and Service Codes Manual ([http://www.fpdsg.com/downloads/service\\_product\\_codes.pdf](http://www.fpdsg.com/downloads/service_product_codes.pdf)) or use the ellipses button on the screen to find the appropriate Product or Service Code identifying research and development, services, or supplies and equipment. If more than one code applies, report the code that represents the predominance of the dollars obligated or de-obligated for the contract/action. See Data Dictionary Element 8A Use Case for appropriate data entry

### 5.10.2 PRINCIPAL NAICS CODE (Data Dictionary Element 8G)

This data element is required for all IDVs and Populates to the Modification. Enter the NAICS Code or use the ellipses button on the screen to find the appropriate NAICS Code. Report the 6-digit code from the [North American Industry Classification System \(NAICS\) Manual](#). If more than one code applies, report the code that best identifies the product or service acquired and represents the predominance of the dollars obligated or deobligated for the contract/action. The Product or Service Code (PSC) must correlate to the selected NAICS.

Validation Rule 8G can be found at the following location:

[http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158349](http://www.fpdsg.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158349)

### 5.10.3 CLAIMANT PROGRAM CODE (Data Dictionary Element 8F)

This data element is Not Applicable and Populates to the Modification. Report the appropriate code if funding agency is DOD (begins with "17", "21", "57", "96CE", or "97"). A claimant program number designates a grouping of supplies, construction, or other services. Enter the appropriate code from the DOD Procurement Coding Manual Section III, DOD Claimant Program Number available at <http://web1.whs.osd.mil/peidhome/guide/mn02/mn02.htm>.

The DOD program office should provide this code to the civilian agencies on the requesting document.

### 5.10.4 BUNDLED REQUIREMENTS (Data Dictionary Element 8N)

This data element is Required on all IDVs and Populates to the Modification. An IDV contract is bundled if the contracting officer determines that the contract action is a result of consolidating two or more requirements previously solicited, provided, or performed by small businesses under separate contracts into a solicitation unsuitable for small business. (FAR 19.2, FAR 2.101). For DoD, bundling is a subset of consolidated contract. Thresholds change over time. Please verify the threshold in place for the date signed of the contract. Select the appropriate value from the drop down menu. See Data Dictionary Element 8N Use Case for appropriate data entry requirements.

Definitions for each value are listed below:

Code	Short Description	Long Description
A	Mission Critical	Enter Code A if the agency has determined that the consolidated requirements is critical to the agency's mission, but the measurably substantial benefits do not meet the thresholds set forth in the FAR 7.107 to determine that the consolidation is necessary and justified.
B	OMB Circular A-76	Enter code B if the agency used the OMB Circular A-76 process to determine that the consolidation of the requirements is necessary and justified rather than applying the substantial benefits analysis required by FAR 7.107.
C	other	Enter Code C when the requirement is "bundled" and Codes A and B do not apply.
D	Not a bundled requirement	

Validation Rule 8N can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158354](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158354)

#### 5.10.5 GFE/GFP PROVIDED UNDER THIS ACTION (Data Dictionary Element 8J)

This data element is Required on all IDVs and Modifications. If the contractor is authorized to use Government Furnished Equipment (GFE) or Government Furnished Property (GFP), pursuant to FAR 45, make the appropriate selection from the drop down menu.

Validation Rule 8J can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158351](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158351)

#### 5.10.6 USE OF RECOVERED MATERIALS (Data Dictionary Element 8L)

This data element is Not Applicable for an FSS, BOA, and BPA. It is Required on a GWAC and IDC and populates to the Modification. This designates whether the contracting officer included clauses in the contract for the Recovered Material Certification and/or Estimate of Percentage of Recovered Material Content for EPA designated Products. The drop down lists the following options:



Code	Short Description	Long Description
A	FAR 52.223-4 Included	The solicitation included the provision at FAR 52.223-4, Recovered Material Certification.
B	FAR 52.223-4 and FAR 52.223-9 Included	The solicitation included the provision at FAR 52.223-4, Recovered Material Certification and the contract includes the clause at FAR 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products.
C	No Clauses Included and No Sustainability Included	Neither clause is included in the contract.
D	Energy efficient	Energy efficient.
E	Bio-based	Bio-based.
F	Environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )	Environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).
G	FAR 52.223-4 & energy efficient	FAR 52.223-4 & energy efficient.
H	FAR 52.223-4 & bio-based	FAR 52.223-4 & bio-based.
I	FAR 52.223-4 & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )	FAR 52.223-4 & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).
J	FAR 52.223-4 & bio-based & energy efficient	FAR 52.223-4 & bio-based & energy efficient.
K	FAR 52.223-4 & bio-based & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )	FAR 52.223-4 & bio-based & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).
L	FAR 52.223-4 & bio-based & energy efficient & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> )	FAR 52.223-4 & bio-based & energy efficient & environmentally preferable ( <a href="http://www.whitehouse.gov/omb/procurement_index_green/">http://www.whitehouse.gov/omb/procurement_index_green/</a> ).

Validation Rule 8L can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158353](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158353)

#### 5.10.7 DOMESTIC OR FOREIGN ENTITY (Data Dictionary Element 8Q)

This data element is Required on all IDVs and Modifications. Select the appropriate value for the vendor from the drop down vendor that denotes if the contractor is a domestic or foreign firm.

Code	Short Description
A	U.S. Owned Business
B	Other U.S. Entity (e.g. Government)
C	Foreign-Owned Business Incorporated in the U.S.
D	Foreign-Owned Business Not Incorporated in the U.S.
O	Other Foreign Entity (e.g. Foreign Government)

There is no formal Validation Rule for 8Q

#### 5.10.8 SEA TRANSPORTATION (Data Dictionary Element 8M)

This data element is Not Applicable for a FSS and is Optional for all other IDVs and Populates to the Modification. This is a code designating whether the contractor anticipates some of the supplies may be transported by sea. Select "Yes" when the contractor's response to the provision at 252.247-7022, Representation of Extent of Transportation by Sea, or 252.212-7000(c) (2), Offer Representations and Certifications - Commercial Items, indicates that the contractor anticipates that some of the supplies provided may be transported by sea. The drop down lists the following:

- **Yes** - Positive Response to DFARS 252.247-7022 or 252.212-7000(c)(2).

- **No** - Negative Response to DFARS 252.247-7022 or 252.212-7000(c)(2).
- **Unknown** - No response or Provision Not Included in Solicitation.
- **NA** - Not DOD or Business Type = Federal Agency or How Competed indicates Simplified Acquisition Procedures.

### 5.10.9 DESCRIPTION OF CONTRACT REQUIREMENT (Data Dictionary Element 6M)

This data element is Required on all IDVS and Modifications. Enter a brief meaningful description of the end item or service being procured.

## 5.11 COMPETITION INFORMATION

FIGURE 60. COMPETITION INFORMATION FOR IDVS

Competition Information	
Extent Competed For Referenced IDV:	<input type="text"/>
Extent Competed: <sup>*</sup>	Select One ▼
Solicitation Procedures: <sup>*</sup>	Select One ▼
Type Of Set Aside: <sup>*</sup>	Select One ▼
Evaluated Preference: <sup>*</sup>	Select One ▼
SBIR/STTR:	Select One ▼
Fair Opportunity / Limited Sources:	Select One ▼
Other Than Full And Open Competition:	Select One ▼
Commercial Item Acquisition Procedures: <sup>*</sup>	Select One ▼
A76 Action: <sup>*</sup>	Select One ▼
FedBizOpps: <sup>*</sup>	Select One ▼
Local Area Set Aside: <sup>*</sup>	Select One ▼
Number Of Offers Received: <sup>*</sup>	<input type="text"/>
Small Business Competitiveness Demonstration Program:	<input type="checkbox"/>
Commercial Item Test Program: <sup>*</sup>	Select One ▼

### 5.11.1 EXTENT COMPETED FOR REFERENCED IDV

When reporting BPA calls, BOA orders, or Task/Delivery orders the information in this field is auto-populated from the Referenced IDV.

### 5.11.2 EXTENT COMPETED (Data Dictionary Element 10A)

This data element is Required on an FSS, GWAC and IDC. It is Not Applicable for a BOA and Part 13 BPA. It Populates on a Part 8 BPA and on a Modification. This is a code that represents the competitive nature of the contract. The drop-down lists the following:

- **Full and Open Competition** - The action resulted from an award pursuant to FAR 6.102(a) - Sealed Bid, FAR 6.102(b) - Competitive Proposal, FAR 6.102(c) - Combination, or any other competitive method that did not exclude sources of any type.
- **Not Available for Competition** - The contract is not available for competition.
- **Not Competed** - The contract is not competed.
- **Full and Open Competition after exclusion of sources** - Some sources are excluded before competition.
- **Follow On to Competed Action** - The action is a follow on to an existing competed contract. (FAR 6.302-1)
- **Competed under SAP** - The action is competed under the Simplified Acquisition Threshold.
- **Not Competed under SAP** - The action is NOT competed under the Simplified Acquisition Threshold.

Validation Rule for 10A can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158365](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158365)

### 5.11.3 SOLICITATION PROCEDURES (Data Dictionary Element 10M)

This data element is required for an FSS, GWAC, and IDC. It is Not Applicable for a BOA, Part 13 BPA and is populated on a Modification. A Part 8 BPA is populated with Subject to Multiple Award Fair Opportunity.

Select the appropriate procedure from the drop-down menu. This is the designator for the solicitation procedures available. Report this code for the type of solicitation procedure used.

- **Negotiated Proposal** - Solicitation using negotiated procedures (RFP) other than simplified acquisition procedures (RFQ). (FAR 12, FAR, 13, FAR 15)
- **Sealed Bid** - Solicitation using seal bidding procedures (IFB). (FAR 14)
- **Two Step** - Solicitation that uses a combination of sealed bids and negotiated procedures. (FAR 6.102)
- **Simplified Acquisition** - Simplified Acquisition Procedures means the methods prescribed in [Part 13](#) for making purchases of supplies or services.
- **Architect Engineer** - An Architect Engineer action is solicited pursuant to FAR 6.102(d)(1).
- **Basic Research** - A Basic Research action is solicited pursuant to FAR 6.102(d)(2).
- **Alternative Sources** - The action resulted from the use of procedures that provide for full and open competition after exclusion of sources to reduce overall costs pursuant to FAR 6.202(a)(1), to have a facility available for national defense or industrial mobilization pursuant to FAR 6.202(a)(2), to establish or maintain an essential engineering, research, or development capability pursuant to FAR 6.202(a)(3), to ensure the continuous availability of a reliable source of supply for such property or service pursuant to FAR 6.202(a)(4), to satisfy projected needs for such product or service based on a history of high demand pursuant to FAR 6.202(a)(5), to satisfy a critical need for medical, safety, or emergency supplies pursuant to FAR 6.202(a)(6).
- **No solicitation procedure used** - No solicitation was used in this action.

There is no formal Validation Rule for 10M.

### 5.11.4 TYPE SET ASIDE (Data Dictionary Element 10N)

This data element is required for an FSS, GWAC, and IDC. It is Not Applicable for a BOA, Part 13 BPA and is populated on a Part 8 BPA and a Modification.

Select from the drop-down menu. This is the designator for type of set aside determined for the contract action. Report this code when you use any of the following set-asides to award a contract.

- **No set aside used** - The contract award was not a socio-economic program set-aside. For example: Full and open competition, work performed overseas, and real property leasing.
- **Small Business Set-Aside - Total** - A small business set-aside (excluding Small Business Innovation Research (SBIR)) made pursuant to FAR 19.502-2.
- **8A Competed** - An 8(a) award pursuant to FAR 19.805-2.
- **Small Business Set-Aside - Partial** - A partial small business set aside made pursuant to FAR 19.502-3.
- **HBCU or MI Set-Aside - Total** - An award directed to a Historically Black College/University or Minority Institution, see DFARS 226.7003.
- **HBCU or MI Set-Aside - Partial** - Contract awards directed to Historically Black College/University of Minority Institution, see DFARS 235.016.
- **Emerging Small Business Set-Aside** - The action was an emerging small business reserve award (set-aside) within a designated industry group under the Small Business Competitiveness Demonstration Program, see FAR Subpart 19.10.
- **HUBZone Set-Aside** - The award was made to a HUBZone small business concern after being competed among only HUBZone small business concerns, see FAR 19.1305.

- **Service Disabled Veteran Owned Small Business Set-Aside** - Contract awards exceeding the micro purchase threshold set-aside for competition restricted to service-disabled veteran-owned small business concerns, see FAR 19.1405.
- **Buy Indian** - If applicable, this code is authorized for use only by the Department of Interior and the Department of Health and Human Services.
- **HUBZone Sole Source** - The award was made through noncompetitive procedures to a HUBZone small business concern under the authority of FAR 19.1306.
- **SDVOSB Sole Source** - Contract awards exceeding the micro purchase threshold, set-aside for non-competitive award to service-disabled veteran-owned small business concerns, see FAR 19.1406.
- **8(a) Sole Source** - Actions with the Small Business Administration pursuant to FAR 19.8, or directly with an 8(a) contractor pursuant to a memorandum of understanding between the SBA and the reporting agency, see FAR 19.811.
- **Reserved for Small Business \$2501 to 100K** - The award exceeds the micro-purchase threshold but does not exceed the simplified acquisition threshold, see FAR 13. This value was deprecated Post CLOD.
- **SDB Set-Aside** - A small disadvantaged business award made under a competitive 8(a) preference program pursuant to FAR 19.800(d).
- **Combination HUBZone and 8(a)** - The award was a combination HUBZone set-aside and 8(a) award. This value was deprecated on 10-02-2008.
- **SDB, 8(a) with HUBZone** - The primary preference program was 8(a) and priority was given to the 8(a) concern that was also a HUBZone small business concern, see FAR 19.800(d).

Validation Rule 10N can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158375](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158375)

#### 5.11.5 EVALUATED PREFERENCE (Data Dictionary Element 10P)

This data element is required for an FSS, GWAC, and IDC. It is Not Applicable for a BOA, Part 13 BPA and is populated on a Part 8 BPA and a Modification.

This is the designator for the type of preference determined for the contract action. Report a code from the drop down menu when a contract was made pursuant to the socio economic program price evaluation preferences, see FAR 19.11 and FAR 19.13.

- **No Preference used** - No evaluation preference was used in this action.
- **SDB Price Evaluation Adjustment** - An award made through full and open competition with award to a small disadvantaged business as a result of the application of a price evaluation adjustment pursuant to FAR 19.11.
- **SDB Preferential Consideration Partial Set Aside** - The award was made through Full and Open Competition after Exclusion of Sources pursuant to FAR 6.2. Enter this code if the action was a partial set-aside for small business and Partial SB Set-Aside preferential consideration resulted in an award to an SDB.
- **HUBZone Price Evaluation Preference** - The award was made through full and open competition with award to a HUBZone small business concern as a result of the HUBZone price evaluation preference, see FAR 19.1307.
- **Combined HUB/SDB Preference** - The award was made through full and open competition after the application of both the HUBZone Price Evaluation Adjustment Preference, see FAR 19.13, and the Small Disadvantaged Business Price Evaluation Adjustment, see FAR 19.11.

Validation Rule 10P can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158376](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158376)

#### 5.11.6 SBIR/STTR (Data Dictionary Element 10Q)

This data element is Not Applicable for an FSS and GWAC. It is Optional for all other IDV's and Populates to the Modification. This is the designator for the type of research determined for the contract action. Report this code when you are awarding a contract for any of the values listed below.



- **SBIR Program Phase I Action** - The award was related to a Phase I contract in support of the Small Business Innovation Research (SBIR) Program.
- **SBIR Program Phase II Action** - The award was related to a Phase II contract in support of the Small Business Innovation Research (SBIR) Program.
- **SBIR Program Phase III Action** - The award was related to a Phase III contract in support of the Small Business Innovation Research (SBIR) Program.
- **STTR Phase I** - The award was related to a Phase I contract in support of the Small Technology Transfer Research (STTR) Program.
- **STTR Phase II** - The award was related to a Phase II contract in support of the Small Technology Transfer Research (STTR) Program.
- **STTR Phase III** - The award was related to a Phase III contract in support of the Small Technology Transfer Research (STTR) Program.

Validation Rule 10Q can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158377](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158377)

#### **5.11.7 FAIR OPPORTUNITY/LIMITED SOURCES (Data Dictionary Element 10R)**

This data element is Required on a Part 8 BPA and Populates to the Modification. It is Not Applicable on all other IDVs. This field is used to determine the extent of competition on delivery orders under a multiple award IDIQ contract in accordance with the Fair Opportunity Act. Pre CLOD, this data element was open for input, however, it does not apply to an IDV. Post CLOD, this data element will be grayed out and uneditable. **Note: This data element is named "STATUTORY EXCEPTION TO FAIR OPPORTUNITY" PRE CLOD and "FAIR OPPORTUNITY/LIMITED SOURCES" POST CLOD**

#### **5.11.8 OTHER THAN FULL AND OPEN COMPETITION (Data Dictionary Element 10C)**

This data element is Optional for an FSS, GWAC, and IDC. It is Not Applicable for a BOA, Part 13 BPA and is populates on a Part 8 BPA and a Modification.

This is the designator for solicitation procedures other than full and open competition pursuant to FAR 6.3 or other statutory basis. **This data element was formerly named "REASON NOT COMPETED".**

- **Authorized by Statute (FAR 6.302-5(a)(2)(i))** - The award was justified pursuant to FAR 6.302-5 and a specific program is not listed.
- **Authorized Resale (FAR 6.302-5(a)(2)(ii))** - The award was justified pursuant to FAR 6.302-5(a)(2)(ii).
- **Brand Name Description (FAR 6.302-1(c))** - The award used a brand name description or other purchase description to specify a particular brand name, product, or feature of a product, peculiar to one manufacturer.
- **Follow-On Contract (FAR 6.302-1(a)(2)(ii/iii))** - The award was Definitive Contract, and the action was justified pursuant to FAR 6.302-1(a)(2)(ii) or FAR 6.302-1(a)(2)(iii).
- **International Agreement (FAR 6.302-4)** - The award was justified pursuant to FAR 6.302-4.
- **Less than or equal to the Micro-Purchase Threshold (Civilian Only)** - The award was justified pursuant to FAR 13.202.
- **Mobilization, Essential R&D (FAR 6.302-3)** - The award was justified pursuant to FAR 6.302-3(a)(2).
- **National Security (FAR 6.302-6)** - The award was justified pursuant to FAR 6.302-6.
- **Only One Source-Other (FAR 6.302-1 other)** - The award was justified pursuant to FAR 6.302-1 situation other than the examples cited in this list.
- **Patent or Data Rights (FAR 6.302-1(b)(2))** - The award was justified pursuant to FAR 6.302-1(b)(2).
- **Public Interest (FAR 6.302-7)** - The award was justified pursuant to FAR 6.302-7.
- **SAP Non-Competition (FAR 13)** - The award was a non-competitive acquisition and simplified acquisition procedures in FAR 13.3 were used. Pre CLOD Civilian only.

- **Standardization (FAR 6.302-1(b)(4))** - The award was justified pursuant to FAR 6.302-1(b)(4).
- **Unique Source (FAR 6.302-1(b)(1))** - The award was justified pursuant to FAR 6.302-1(b)(1).
- **Unsolicited Research Proposal (FAR 6.302-1(a)(2)(i))** - The award was justified pursuant to FAR 6.302-1(a)(2)(i).
- **Urgency (FAR 6.302-2)** - The award was justified pursuant to FAR 6.302-2.
- **Utilities (FAR 6.302-1(b)(3))** - The award was justified pursuant to FAR 6.302-1(a)(2) and FAR 6.302-1(b)(3) and the source is a regulated utility for which no competition is available.

Validation Rule 10C can be found at the following location:

[http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation\\_rules-DES.doc#\\_Toc204158367](http://www.fpds-ng.com/downloads/FPDS-DES-SDD-validation_rules-DES.doc#_Toc204158367)

#### **5.11.9 COMMERCIAL ITEM ACQUISITION PROCEDURES (Data Dictionary Element 10H)**

This data element is Required on all IDVs and populates on a Modification.

This designates whether the solicitation used the special requirements for the acquisition of commercial items intended to more closely resemble those customarily used in the commercial marketplace as defined by FAR Part 12. Select if the contract action is for a commercial item procured pursuant to the procedures in FAR Part 12 (Acquisition of Commercial Items) and clause 52.212-4 was included in the contract.

#### **5.11.10 A-76 ACTION (Data Dictionary Element 10L)**

This data element populates on a Part 8 BPA and Modification. It is Required on all other IDVs. If the contract resulted from an A-76 Fair Act competitive sourcing process, then select "Yes". Otherwise, selection "No".

#### **5.11.11 FEDBIZOPPS (Data Dictionary Element 10S)**

This data element is Required for an FSS, GWAC, and IDC. It is Optional for a BOA, Part 13 BPA, Part 8 BPA, and it populates on a Modification.

This field displays whether the synopsis requirements of FAR Subpart 5.2 have been observed. Select the appropriate value from the drop down menu.

There is no formal Validation Rule for 10S.

#### **5.11.12 LOCAL AREA SET ASIDE (Data Dictionary Element 10U)**

This data element is Required for an FSS, GWAC, Part 8 BPA and IDC. It is Not Applicable for a BOA and Part 13 BPA, and it populates on a Modification.

When awarding emergency response actions during the term of a major disaster or emergency declaration by the President of the United States under the authority of the Stafford Act, preference shall be given to the extent feasible and practicable to local firms. Preference may be given through a local area set aside or an evaluation preference.

There is no formal Validation Rule for 10U

#### **5.11.13 NUMBER OF OFFERS RECEIVED (Data Dictionary Element 10D)**

Enter the actual number of offers received. These are the actual offers/bids you received in response to the solicitation or number of multiple award contracts/schedules received for Delivery Orders. This data element is Required for an FSS, GWAC, Part 8 BPA and IDC. It is Not Applicable for a BOA, Part 13 BPA, and it populates on a Modification

There is no formal Validation Rule for 10D



#### 5.11.14 SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM (Data Dictionary Element 10K)

FPDS-NG auto-populates this field when awards are made to U.S. business concerns (as a result of solicitations issued on or after Jan 1, 1989) for the designated industry groups or the ten targeted industry categories as defined by FAR 19.10.

- **Yes** - FPDS-NG will return Yes if Contracting Agency Code indicates a participating agency listed in FAR 19.1004 and NAICS indicates one of the Industry Groups listed in FAR 19.1005 and/or Agency-Specified Industry Categories, and the Referenced PIID does not point to an IDV for which IDV Type = FSS, and Business Types does not indicate a governmental entity, or educational or non-profit organization, and other provisions of FAR 19.10 are met.
- **No** - This is the value defaulted in FPDS-NG if the box is not selected.

#### 5.11.15 COMMERCIAL ITEM TEST PROGRAM (Data Dictionary Element 10J)

This data element is Required for an FSS, GWAC and IDC. It is Not Applicable for a BOA and Part 13 BPA. It populates for a Part 8 BPA and for a Modification.

Code	Short Description	Long Description
Y	Yes	Commercial Item Test Program used
N	No	Not a Commercial Item Test Program

### PREFERENCE PROGRAMS/OTHER DATA

Figure 61. Preference Programs/Other Data

The screenshot shows a web form titled "Preference Programs / Other Data". It contains two dropdown menus. The first dropdown is labeled "Contracting Officer's Business Size Selection:" and the second is labeled "Subcontract Plan:". Both dropdowns currently show "Select One" as the selected option.

#### 5.12.1 CONTRACTING OFFICER'S BUSINESS SIZE SELECTION (Data Dictionary Element 11A)

This data element Populates on a Part 8 BPA and on a Modification. It is Required on all other IDVs. This field indicates if the selected contractor meets the small business size standard for award to a small business based on the NAICS code. Select one of the following from the drop down menu:

- **Small Business** - The Contracting Officer determines that the selected vendor is a small business for this procurement.
- **Other Than Small Business** - If the selected vendor is other than small business.

**NOTE:** Because the contractor can be considered large in some NAICS and small in others, the contracting officer/buyer will determine the business size based on the predominant NAICS for the products or services being procured as specified in On-Line Representations and Certifications Application (ORCA).

#### 5.12.2 SUBCONTRACT PLAN (Data Dictionary Element 11B)



This data element is Not Applicable on a Part 8 BPA and Populates on a Modification. It is Required on all other IDVs. Select from the drop-down menu the code for the subcontracting plan requirement. (See FAR 19.702).

- **Plan Not Included** - No Subcontracting Possibilities - A Subcontracting Plan was not included in the contract because subcontracting possibilities do not exist (FAR 19.705-2I).

- **Plan Not Required** - No Subcontracting Plan was required. (For example, the action did not meet the dollar thresholds in FAR 19.702(a)).
- **Plan Required** (Pre 2004).
- **Plan Required - Incentive Included** - Includes a Subcontracting Plan and also includes additional incentives (FAR 19.702(a), FAR 19.708(c), and DFARS 219.708(c)).
- **Plan Required - Incentive Not Included** - Includes a Subcontracting Plan, but does not include additional incentives (FAR 19.702(a) and FAR 19.708(c)).

## 6. TRANSACTION/MODIFICATIONS COLUMN

Use this column when selecting a contract action report to correct, or modify. By using Advanced

Search   (see the Advanced Search section 2.10) capability at the top of the screen, you can also perform these functions. To perform any of these functions, you must have a PIID (Procurement Instrument Identifier).

- **Correction** - To fix a mistake in a record that is in final status. It should be noted that the correction should not change the legal intent of the contract action. You can only use this function when a contract action report is in final status.
- **Modifications** - Use modifications to report information on a document where the legal intent of the contract has changed. To report modifications to an existing Award/IDV document; the base document must already be in final status in FPDS-NG.

## 7 INTRODUCTION TO REPORTS

**7.1** The reports document describes the Standard, Adhoc, ezSearch and Interagency Contract Directory reporting capabilities in FPDS-NG. There are certain reports that are reserved for those individuals who have System Administration permissions.

The Report functions are accessed via the Navigation screen shown in the following figure. FPDS-NG reporting allows the Federal Government to track users, performance, contract statistics and goal accomplishments. FPDS-NG gathers information on reported procurement transactions and stores this information in a database for analysis and reporting. The reports are generated using two types of functionality:

- **Standard** - These reports have been programmed to allow the user to run them with a minimum of additional input.
- **Adhoc** - These reports allow you to create your own reports for those times when you need a unique combination of values that are not in the Standard Reports
- **ezSearch** - This is a 'Google' like tool that allows you to perform searches on the various fields within the FPDS-NG system
- **Interagency Contract Directory (ICD)** - This is also a 'Google' like tool that presently contains all active Federal Supply Schedules (FSS), Government wide Acquisition Contracts (GWAC), Blank Ordering Agreements (BOA), Blank Purchase Agreements (BPA), and the various types of Indefinite Delivery Contracts awarded after October 1, 2006.

**Figure 62. FPDS-NG Navigation Screen**



**7.1.1** The following sections provide instructions for accessing and generating reports in FPDS-NG. Public and Government users have similar procedures for accessing reports with the exception of static reports developed and shown on the Log In screen. To access the reports in FPDS-NG, you must be a registered Government or public user in the FPDS-NG system. The following instructions can be used based on the designation of the user (public or government). Some reports are not accessible to the public user and there are some reports that users without System Administration permissions will not be able to access.

The following is a view of the reports toolbar:

**Figure 63. Reports Toolbar**



The Reports Sections is broken down by Favorites, Who, What, Where, When, How, Adhoc Reports, System Admin and Help.



The Favorites category is used to acquire and store selected reports that you may run on a frequent basis.



The Who category reports contain information on who is winning government contracts by vendor and type.



The What category reports contain information on the types of Products and Services the government has been buying.



The Where category reports allow you to view where the government is spending its money, both in the U.S. and abroad.



The When category reports tell you when a procurement was made.



The How category reports will provide you information on how the government made the award (Small Business, Type of Competition, etc.) Also in this category you will be able to view how the government is meeting their statutory goals.

Before we move into the description of the various reports under each category there are a few handy features that have been built into the Reports Module to assist you in selecting the appropriate report to suit your needs.

If you are not quite sure of the report that you want or does a given report contain the information that you are looking for, you can select the following button:



When this preview button is selected, a view provides the type of information that will be displayed for the given report that you may be running. The following view is of the Awards by Contractor Type:

**Figure 64. Awards By Contractor Type Report Results**

Awards By Contractor Type							
Active filters							
Send Export Highlighting Drill Charts $\Sigma$							
Description							
This report displays the dollars and actions for Awards by Contractor Type. The report also allows drilling down to the PIID level.							
Department	Total Actions	Total Dollars	Large Business Actions	Large Business Dollars	Small Business Actions	Small Business Dollars	Total Education Actions
GENERAL SERVICES ADMINISTRATION (4700)	33	\$4,254.00	16	\$244.00	16	\$3,960.00	0
Total	33	\$4,254.00	16	\$244.00	16	\$3,960.00	0

HBCU (Historically Black College or University) Dollars	MI (Minority Institutions) Dollars	HBCU and MI Dollars	Other Education Dollars	Indian Tribe (Federally Recognized) Actions	Indian Tribe (Federally Recognized) Dollars	Native Hawaiian Owned Organization Or Firm Actions	Native Hawaiian Owned Organization Or Firm Dollars	
\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	
\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00	0	\$0.00	
Tribally Owned Firm Actions	Tribally Owned Firm Dollars	Native American Owned Actions	Native American Owned Dollars	American Indian Owned Actions	American Indian Owned Dollars	US Tribal Government Actions	US Tribal Government Dollars	Alaskan Native Owned Corporation Or Firm Actions
0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0
Alaskan Native Owned Corporation Or Firm Dollars	U.S. Hospital Actions	U.S. Hospital Dollars	UNICOR Actions	UNICOR Dollars	Other U.S. Government Actions	Other U.S. Government Dollars	Non Profit Actions	Non Profit Dollars
\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
JWOD Actions	JWOD Dollars	Foreign Concern or Entity Actions	Foreign Concern or Entity Dollars	U.S. Business Performing Overseas Actions	U.S. Business Performing Overseas Dollars			
0	\$0.00	13	\$0.00	3	\$204.00			
0	\$0.00	13	\$0.00	3	\$204.00			

If the report has the 'drill down' or Detail capability it will be shown as follows:

**Figure 65. Awards By Contractor Type Drill Down**

Award Detail								
Contracting Agency ID	Contracting Agency Name	Contracting Office ID	Contracting Office Name	Contracting Office Region	PIID	Modification Number	Transaction Number	Referenced IDV PIID
4745	OFFICE OF THE CHIEF ACQUISITION OFFICER	AI000	GSA/IAE/OFF CHIEF ACQUISITION OFFICER	00	GSTRANSFERC301	C2		
4745	OFFICE OF THE CHIEF ACQUISITION OFFICER	PD000	GSA/OFF CHIEF ACQUISITION OFFICER	00	GSTRANSFERB201	B1	0	
Date Signed	Effective Date	Completion Date	Est. Ultimate Completion Date	Last Date to Order	Funding Agency ID	Funding Office ID	Foreign Funding	Domestic or Foreign Entity
12/13/2007	12/13/2007			12/13/2008	N/A	N/A		
12/13/2007					4745	PD000	FOREIGN FUNDS NON-FMS	

Please note that we are not going to show the entire Award Detail view of the example as this report reflects all of the fields that are maintained within FPDS-NG.

**7.1.2** This following section is called the Appendix. The Appendix for every report reflects any and all exclusions that may have been made and the actual way in which the information in the report is calculated. Therefore, if you feel that the report you have executed does not contain the information that you believe should be included in the specific report, you should always check the Appendix to determine if your information may fall under any of the exclusions for that report. The Appendix will also show how the report is calculated. The following is an example of the Appendix from the Awards by Contractor Type report.

#### Appendix

This report displays actions and dollars for awards and IDVs in an approved status for the specified date signed range.

Total Actions: This column displays the sum of "Number of Actions".

Total Dollars: This column displays the sum of "Dollars Obligated".

Large Business Actions: This column is an aggregation of Number of Actions when "Contracting Officer's Selection of Business Size" is equal to "Other than Small Business" and the following vendor business types are "No"

- Local Government
- State Government
- Federal Government
- US Tribal Government
- JWOD
- HBCU
- Minority Institution
- Non Profit Organization
- Hospital Flag
- Indian Tribe (Federally Recognized)
- Native Hawaiian Organization Owned Firm
- Tribally Owned Firm
- Native American Owned
- American Indian Owned
- Alaskan Native Corporation Owned Firm

Large Business Dollars: This column is an aggregation of Dollars Obligated when "Contracting Officer's Selection of Business Size" is equal to the value "Other than Small Business" and the following vendor business types should be "No"

- Local Government
- State Government
- Federal Government
- US Tribal Government
- JWOD



- HBCU
- Minority Institution
- Non Profit Organization
- Hospital Flag
- Indian Tribe (Federally Recognized)
- Native Hawaiian Organization Owned Firm
- Tribally Owned Firm
- Native American Owned
- American Indian Owned
- Alaskan Native Corporation Owned Firm

Small Business Actions: This column is an aggregation of Number of Actions when "Contracting Officer's Selection of Business Size" is equal to the value "Small Business".

Small Business Dollars: This column is an aggregation of Dollars Obligated when "Contracting Officer's Selection of Business Size" is equal to the value "Small Business".

Total Education Actions: The "Total Education Actions" consists of the following sub-columns:

- HBCU (Historically Black College or University) Actions
- MI (Minority Institution) Actions
- HBCU + MI Actions
- Other Education Actions

Total Education Dollars: The "Total Education Dollars" consists of the following sub-columns:

- HBCU (Historically Black College or University) Dollars
- MI (Minority Institution) Dollars
- HBCU + MI Dollars
- Other Education Dollars

HBCU Actions: This column is an aggregation of Number of Actions when HBCU (Historically Black College or University) = 'Y' and MI (Minority Institution) = 'N'.

HBCU Dollars: This column is an aggregation of Dollars Obligated when HBCU (Historically Black College or University) = 'Y' and MI (Minority Institution) = 'N'.

MI Actions: This column is an aggregation of Number of Actions when HBCU (Historically Black College or University) = 'N' and MI (Minority Institution) = 'Y' and Hispanic Servicing Institution = 'Y'

MI Dollars: This column is an aggregation of Dollars Obligated when HBCU (Historically Black College or University) = 'N' and MI (Minority Institution) = 'Y' and Hispanic Servicing Institution = 'Y'.

HBCU and MI Actions (Flagged as both in SAM): This column is an aggregation of Number of Actions when HBCU (Historically Black College or University) = 'Y', MI (Minority Institution) = 'Y' and Hispanic Servicing Institution = 'Y'

HBCU and MI Dollars (Flagged as both in SAM): This column is an aggregation of Dollars Obligated when HBCU (Historically Black College or University) = 'Y', MI (Minority Institution) = 'Y' and Hispanic Servicing Institution = 'Y'

Indian Tribe (Federally Recognized) Actions: This column is an aggregation of Number of Actions when Indian Tribe (Federally Recognized) = 'Y'.

Indian Tribe (Federally Recognized) Dollars: This column is an aggregation of Dollars Obligated when Indian Tribe (Federally Recognized) = 'Y'

Native Hawaiian Organization Owned Firm Actions: This column is an aggregation of Number of Actions when Native Hawaiian Organization Owned Firm = 'Y'.

Native Hawaiian Organization Owned Firm Dollars: This column is an aggregation of Dollars Obligated when Native Hawaiian Organization Owned Firm = 'Y'

Tribally Owned Firm Actions: This column is an aggregation of Number of Actions when Tribally Owned Firm = 'Y'.

Tribally Owned Firm Dollars: This column is an aggregation of Dollars Obligated when Tribally Owned Firm = 'Y'

Native American Owned Actions: This column is an aggregation of Number of Actions when Native American Owned = 'Y'.

Native American Owned Dollars: This column is an aggregation of Dollars Obligated when Native American Owned Firm = 'Y'

American Indian Owned Actions: This column is an aggregation of Number of Actions when = American Indian Owned 'Y'.

American Indian Owned Dollars: This column is an aggregation of Dollars Obligated when American Indian Owned = 'Y'

US Tribal Government Actions: This column is an aggregation of Number of Actions when = US Tribal Government = 'Y'.

US Tribal Government Dollars: This column is an aggregation of Dollars Obligated when US Tribal Government = 'Y'

Alaskan Native Corporation Owned Firm Actions: This column is an aggregation of Number of Actions when = Alaskan Native Corporation Owned Firm = 'Y'.

Alaskan Native Corporation Owned Firm Dollars: This column is an aggregation of Dollars Obligated when Alaskan Native Corporation Owned Firm = 'Y'

Other Education Actions: This column is an aggregation of Number of Actions when Education Institution = 'Y', HBCU





**WHO Reports** are defined as:

Who is winning government contract by vendor name or type?

**REPORT TITLE**

Awards By Contractor Type

Contractor Search

**DESCRIPTION OF THE REPORT**

This report displays the dollars and actions for Awards by Contractor Type. The report also allows drilling down to the PIID level.

This Report shows Total Actions and Dollars for a given Contractor.



**WHAT Reports** are defined as:

What types of products and services the government has been buying?

**REPORT TITLE**

Contract Detail Report

Federal Contract Actions and Dollars

Procurement History for Market Research Report

Total Actions by NAICS Report

Total Actions by PSC Report

**DESCRIPTION OF THE REPORT**

This Report shows the complete contractual data for the specified PIID.

This report displays the federal contract actions and dollars for the specified date signed range.

This report provides total dollars awarded to all vendors for a Product and Service Code (PSC) given in the search criteria. The dollars are aggregated by the unique entry reported in the Description of Requirements field.

The report displays actions and dollars for North American Industry Classification System (NAICS) Categories and how many of them are acquired by Commercial Item procedures at the Federal Government level.

The report displays actions and dollars for Product or Service Code (PSC) Categories and how many of them are acquired by Commercial Item procedures at the Federal Government level.



**WHERE Reports** are defined as:

Where is the government spending its money, both in the US and abroad?

**REPORT TITLE**

Buy American Act Place of Manufacture Report

**DESCRIPTION OF THE REPORT**

This report displays the Actions and Dollars for manufactured end items across the Federal Government using the values of Place of Manufacture.

## Geographical Report by Place of Performance

This report provides data on all Awards, Indefinite Delivery Vehicles, and Modifications based on the Place of Performance. The report displays the Place of Performance state or country name.

## Geographical Report by Vendor Location

This report provides data on all Awards, Indefinite Delivery Vehicles, and Modifications based on the vendor location. The report displays the vendor state or country name.



**WHEN Reports** are defined as:

**When were the procurements made?**

### REPORT TITLE

Contract Detail Report

### DESCRIPTION OF THE REPORT

This report provides the complete contractual data for the specified PIID.

## Procurement History for Market Research Report

This report provides total dollars awarded to all vendors for a Product and Service Code (PSC) given in the search criteria. The dollars are aggregated by the unique entry reported in the Description of Requirements field.



**HOW Reports** are defined as:

**How did the government make the award (Small Business, Type of Competition, etc)?**

**How is the government meeting its statutory goals?**

**REPORT TITLE**

Bundled and Consolidated Contracts Report

**DESCRIPTION OF THE REPORT**

This Report Displays the actions and dollars for Bundled and Consolidated Contracts that exceed the threshold that was in place on the date signed of the action.

Competition Report

This report displays actions and dollars for each department against different categories of extent competed. Not Competed numbers are shown in three columns labeled Not Competed, Follow-On to a Competed Action and Not Available for Competition.

Funding Report

This report provides data pertaining to federal funding. It provides total actions/dollars an agency has awarded on behalf of another agency, as well as the total actions/dollars the agency has awarded using their own funds.

Local Area Set-Aside Report

This report displays the federal actions and the dollars for those activities of major disaster or emergency, where preference was given to the local firms through a local area set-aside.

Official Small Business Goaling Report For FY 2005 and FY 2006

This is the Official Small Business Goaling Report for FY 2005 and FY 2006, based on static data as it appeared in FPDS-NG on 7/01/2007. This report displays the dollars, actions, and percentages for small business contracts for FY 2005 and 2006 only.

Official Small Business Goaling Report For FY 2007

(This report is not currently available)  
This is the Official Small Business Goaling Report for FY 2007, based on static data as it appeared in FPDS-NG on 8/01/2008. This report displays the dollars, actions, and percentages for small business contracts for FY 2007 only.

Performance Based Acquisition Report

This report displays actions, dollars and percentages for the performance based acquisition contracts for the specified

	date range. It also provides drill down capability to view specific report details, including field values for the contract.
Purchase Card as a Payment Method	This report displays the procurement actions within a specified date range where the Purchase Card was used/not used as a method of payment.
Recycled Content Product by Awarding Org.	This report displays EPA Designated Product and Recovered Material Clauses data for the specified date range and PSC range.
Small Business Achievements by Awarding Org.	The Small Business Achievements by Awarding Agency displays the dollars, actions, and percentages for small business contracts. The goaling exclusions apply to this report. This report is run by awarding agency.
Small Business Competitiveness Demonstration	This report displays Program Report actions and dollars for the ten agencies that participate in the Small Business Competitiveness Demonstration Program. See Appendix for the list of participating agencies.
Small Business Goaling Report	This report displays the dollars, actions, and percentages for small business contracts. The goaling exclusions apply to this report. This report is run by funding agency.
Buying Through Government Acquisition Vehicle Report	The Buying Through Government Acquisition Report displays actions and dollars for all contract actions (Awards, IDVs, and Modifications) based on "Who Can Use" on the IDV and based on Department ID for Awards referencing an IDV. The actions and dollars are divided into two workflows, Single Agency Vehicle and Multi Agency Vehicle usage.
<b>ADHOC Reports</b> are defined as:	This report generating tool is used for creating reports based on your selected criteria. Agencies/Companies can create reports that answer their business questions and analyze processes. Adhoc reporting is a user friendly feature designed for all levels of users. Custom reports are created using queries. A query is one or more statements that request data from a database. If the data is available, then the requested data returns in the form of a table which contains rows and columns. Queries are sent to the



databases in a language called SQL. However, when using the Report Panel, SQL knowledge is not required. Users have the option to save customized queries and reports on a User ID specific Adhoc Screen. The data are refreshed nightly




**SYSTEM ADMINISTRATION Reports are for system administrators and are not available to the public.**

## 7.3 CREATING YOUR QUERY

### 7.3.1 Opening the Standard Reports Screen

The Standard Reports screen displays a list of selected reports associated with the user's profile. To access the Standard Reports list use the following steps.

- 1) To open the Standard Reports screen from the Main Navigation screen under Reports, select .
- 2) FPDS-NG will display the Standard Reports screen shown in the following figure.

**Figure 67. My Favorites Selection Screen**

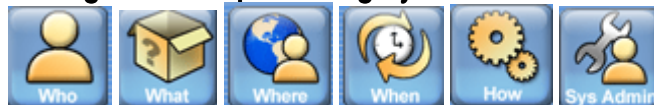
HOME <span>ezSearch</span> <span>Advanced Search</span> <span>GO</span> <span>Log Off</span>	
	
	
	
	
	
Favorites	
Name	Description
  <a href="#">Competition Report</a>	This report displays actions and dollars for each department against different categories of extent competed. Not Competed numbers are shown in three columns labeled Not Competed, Follow-On to a Competed Action and Not Available for Competition.
  <a href="#">Awards By Contractor Type</a>	This report displays the dollars and actions for Awards by Contractor Type. The report also allows drilling down to the PIID level.
  <a href="#">Contractor Search</a>	This Report shows Total Actions and Dollars for a given Contractor

### 7.3.2 Selecting Available Reports

Reports must be added to the My Favorites screen to generate or print reports. To add reports to the My Favorites screen, use the following steps.

- Click on one of the six Report category buttons:

**Figure 68. Report Category Buttons**



- Click on the Add to Favorites icon  next to the specific report you want to add

**Figure 69. Adding A Report to My Favorites**



The report along with any search criteria will be added to the Favorites category. You can then execute the report from either the Favorites category or the Report category by clicking on the report name. Once you have selected the report you want the Search Criteria Screen will appear.


## 7.4 SEARCH NAME

The Search Criteria screens are used to run all Standard Reports. The Search Name, shown in the following figure, is displayed with the name "Default". This field is used to name the search criteria entered for a selected report. Saving the search criteria with a designated name stores the information on the My Favorites Screen. The saved search criteria are associated with the user's login ID. The user can retrieve this information by selecting the saved name in the My Favorites screen. This function eliminates the repeated entering of search criteria for those reports that you use on a recurring basis. Once you have saved the specific query criteria that report will appear under the main report name. An example of two reports that have been saved is as follows with one being for the Department of Transportation for FY 2007 and the other for the Department of State for FY 2007:



Figure 70. Search Criteria Screen

**7.4.1** Enter the search criteria that are mandatory. (Field Names shown in orange). Search criteria screens are used to run all reports. The user enters the data in this screen that determines the data displayed in the report. Search criteria screens have features that are consistent regardless of the data the user is asked to enter.

- **Mandatory Fields:** Fields in the search criteria with an asterisk (\*). The mandatory fields are also designated by the color orange. A value must be entered before the report will execute. An error message is displayed:
- When no data is entered in a required field; 2. Conflicting date parameters such as a Quarter being selected in the From Date field and a specific date entered into the To Date field and 3. An error message will be sent if the user selects a date range that covers more than one year.
- **Non-mandatory Fields:** Fields in the search criteria that do not have an asterisk (\*) are not required and may be left blank. When left blank, all values for that field are shown in the report.
- **Wildcard:** The % is the wildcard character that may be used in the data entry fields. Enter a wildcard after entering the first part of the data string. For example, when a user enters 'COM%' in a data field, the search will return anything that starts with 'COM,' i.e., company, complete, composition, etc.
- **Saving Report Criteria:** The Search Name field allows the user to save the report criteria so that it can be executed again without having to enter all of the data. The user may save as many different criteria for a report as they wish. The name of the criteria is displayed on the My Reports screen below the associated report.
- **Execute** Runs the report based on the criteria entered in the search criteria screen. If mandatory fields are not filled in, an error message will display.
- **Save** Saves the search criteria with the name shown in the 'Criteria Name' field. The saved search is then placed below the report name on the My Reports screen.
- **Clear** Deletes the entries made in the search and allows re-entering without leaving the search screen.
- **Cancel** Closes the search criteria screen. The report is not executed and the search criteria will not be saved.
- Some fields can be auto-filled by clicking the  and using the associated Search/Select screen.

The Search Criteria Screen shown above as it is presently completed is requesting information for the 1<sup>st</sup> Quarter of FY 2008 for the Department equaling General Services Administration and the Agency equaling the Public Buildings Service (4740).

Click **Execute** to start the search. While the report is running the report, you will see the following screen:

Figure 71. Report Execution Screen



The report will display. See the sample below of the Total Actions by NAICS Report.

Figure 72. Report Display Screen

NAICS Category (Description)	Total Actions	% Total Actions	Total Dollars	% Total Dollars	Commercial Procedures Actions	% Commercial Actions for NAICS	Commercial Procedures Dollars	% Commercial Dollars for NAICS
53 (REAL ESTATE AND RENTAL AND LEASING)	20,328	11.5893 %	\$629,948,074.34	25.3468 %	19	0.0948 %	\$65,905.00	0.0103 %
23 (CONSTRUCTION)	3,483	2.0136 %	\$435,494,074.52	17.2485 %	56	1.6078 %	\$4,744,134.77	1.0854 %
NO NAICS CATEGORY SPECIFIED	7,841	4.3785 %	\$407,125,853.88	16.1259 %	17	0.2414 %	\$12,806.98	0.0031 %
54 (PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES)	3,328	1.8235 %	\$394,238,010.89	15.9148 %	1,888	33.9228 %	\$1,288,010.13	-0.3258 %
33 (MANUFACTURING (METALS, MACHINERY, COMPUTER, ELECTRONICS, ELECTRICAL, TRANSPORTATION)	87,447	33.2186 %	\$274,733,720.88	10.8814 %	3,953	5.3319 %	\$16,282,385.18	5.8975 %

If additional information is needed concerning the awards made by the Public Buildings Service for the first quarter you can RIGHT click on NAICS Code. This will bring up two options for drilling down. This is shown below:

Figure 73. Drilling Down Capability

NAICS Category (Description)	Total Actions	% Total Actions	Total Dollars	% Total Dollars	Commercial Procedures Actions	% Commercial Actions for NAICS	Commercial Procedures Dollars	% Commercial Dollars for NAICS
53 (REAL ESTATE AND RENTAL AND LEASING)	20,328	11.5893 %	\$629,948,074.34	25.3468 %	19	0.0948 %	\$65,905.00	0.0103 %
23 (CONSTRUCTION)	3,483	2.0136 %	\$435,494,074.52	17.2485 %	56	1.6078 %	\$4,744,134.77	1.0854 %
NO NAICS CATEGORY SPECIFIED	7,841	4.3785 %	\$407,125,853.88	16.1259 %	17	0.2414 %	\$12,806.98	0.0031 %
54 (PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES)	3,328	1.8235 %	\$394,238,010.89	15.9148 %	1,888	33.9228 %	\$1,288,010.13	-0.3258 %

If you select Drill you will be returned with a selection block of the various levels you can select to drill down to. The options are as follows:

Figure 74. Primary Drilling Path Selections

NAICS Category (Description)	Total Actions	% Total Actions	Total Dollars	% Total Dollars	Commercial Procedures Actions	% Commercial Actions for NAICS	Commercial Procedures Dollars	% Commercial Dollars for NAICS
53 (REAL ESTATE AND RENTAL AND LEASING)	20,328	11.5893 %	\$629,948,074.34	25.3468 %	19	0.0948 %	\$65,905.00	0.0103 %
23 (CONSTRUCTION)	3,483	2.0136 %	\$435,494,074.52	17.2485 %	56	1.6078 %	\$4,744,134.77	1.0854 %
NO NAICS CATEGORY SPECIFIED	7,841	4.3785 %	\$407,125,853.88	16.1259 %	17	0.2414 %	\$12,806.98	0.0031 %
54 (PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES)	3,328	1.8235 %	\$394,238,010.89	15.9148 %	1,888	33.9228 %	\$1,288,010.13	-0.3258 %
33 (MANUFACTURING (METALS, MACHINERY, COMPUTER, ELECTRONICS, ELECTRICAL, TRANSPORTATION)	87,447	33.2186 %	\$274,733,720.88	10.8814 %	3,953	5.3319 %	\$16,282,385.18	5.8975 %

If you select the Award Detail you will be given every field that is associated with each of the records (20,220). However, due to the 'row return restrictions' of Informatica, you will have to reduce the

timeframe or other criteria used in the selection criteria. The 'row return restriction' is limited to 10,000 rows.

7.4.2 There are a number of new features that are built into this reporting tool.

**Figure 75. Menu Toolbar Within Executed Report**



#### 7.4.2.1 SEND



With Informatica you can email the report to anyone who has an email address. When you select Send, the following screen will appear for you to complete:

**Figure 76. Sending Creation Screen**

A screenshot of a web-based form titled 'Email Report'. At the top, it says 'Total Actions by NAICS Report' and 'Active filters'. Below this is a toolbar with buttons: Send, Export, Highlighting, Drill, Charts, and Workflow. The main section of the form has the title 'Email Report' and instructions: 'To email this report, enter a recipient and subject, choose a format, and then click Send.' It also says 'For multiple recipients, use comma to separate email addresses.' There are four input fields: 'To:', 'Cc:', 'Bcc:', and 'Subject:'. Below these is a dropdown menu labeled 'Send report as:' with 'PDF Document' selected. At the bottom is a large empty text area.

If you would like to Export your report, you will need to click the 'Export' button on the Informatica Tool Bar.

Once you have clicked 'Export' you will be given options on how you would like to see your report. Please select one of the following options shown below and click on.



## 7.4.2.2 EXPORT

Export

Figure 77. Choices Of Types of Export Screen

**Export Report**  
Export this report to another format.

**Choose the format for export**

- ☒ Microsoft Excel
  - Retain PA Formatting ▼
- ☐ CSV (Comma Separated Values) Document
- ☐ HTML (HyperText Markup Language) Document
- ☐ PDF (Portable Document Format) Document

**Choose export options**

**Orientation:**

- ☐ Portrait
- ☒ Landscape

**Layout:**

- ☒ Fit width to Page
- ☐ Fit to Page
- ☐ 100 % of normal size
- ☐ Wrap Table(s)

**Headers/Footers:**

Size of header  inches

Size of footer  inches

**Pagination:**

- ☐ Insert page break after each report section

**Margins:**

Top  inches Bottom  inches

Left  inches Right  inches

**Show the following report information:**

- ☒ Name
- ☒ Filters
- ☒ Description

**Buttons:** Export Cancel

With the Export feature, you can download the report to one of the above-cited formats.

## 7.4.2.3 HIGHLIGHTING

Highlighting

In order to create a highlighting rule you will select Highlighting and you will be requested to select values within the report that you would like to have highlighted. You will then be provided the following options:



**Figure 78. Highlighting Capabilities Screen**

#### 7.4.2.4 DRILL

**Drill**

The Drill Down capability provides the user with the ability to view information at various levels. If additional information is needed concerning the awards made by the Public Buildings Service for the first quarter you can RIGHT click on NAICS Code. This will bring up two options for drilling down. This is shown below:

**Figure 79. Drilling Capabilities**

NAICS Category (Description)	Total Actions	% Total Actions	Total Dollars	% Total Dollars	Commercial Procedures Actions	% Commercial Procedures Actions for NAICS	Commercial Procedures Dollars	% Commercial Procedures Dollars for NAICS
23 (REAL ESTATE AND RENTAL LEASING)	11,889	11.889 %	\$622,948,074.34	25.348 %	19	0.004 %	\$85,805.38	0.013 %
23 (CONSTR)	2,513	2.513 %	\$435,484,974.52	17.248 %	50	1.978 %	\$4,744,734.77	1.084 %
54 (PROFESSIONAL, SCIENTIFIC, AND TECHNICAL SERVICES)	7,541	7.541 %	\$407,128,853.88	16.128 %	17	0.241 %	\$12,805.38	0.031 %

If you select Drill, you will be returned with a selection block of the various levels you can select to drill down to. The options are as follows:

### Figure 80. Drilling Selection Screen



## Charts

### 7.4.2.5 CHARTS

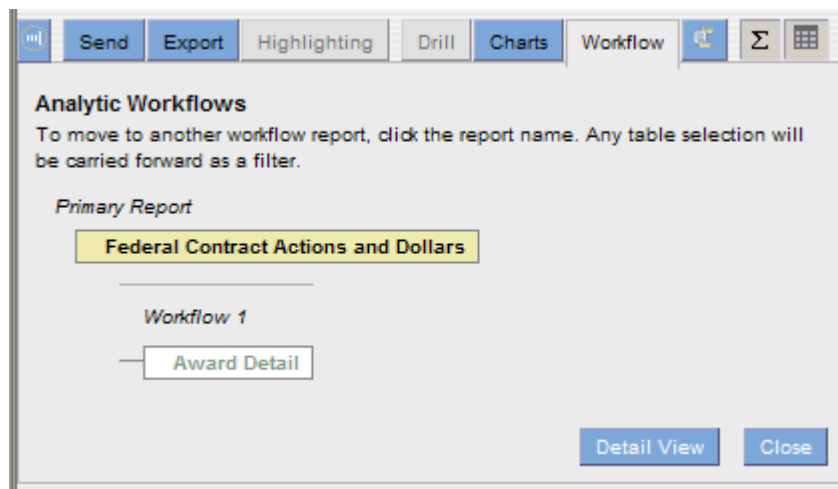
**Figure 81. Chart Selection Screen**



#### 7.4.2.6 WORKFLOW

102

Figure 82. Workflow Selection Screen



## 7.5 FPDS-NG Adhoc Reporting Tool

This section of the manual will provide instructions for creating reports based on your selected criteria. Agencies, companies and private individuals can create reports that answer their business questions and analyze processes. Custom reports are created using queries. A query is one or more statements that request data from the database. If data is available, then the requested data will be returned in the form of a table which is presented in rows and columns.

### 7.5.1 Basics of Adhoc Reporting

When creating queries, all of the Adhoc features do not have to be used to access information needed to run a report. Users can customize a dashboard to directly access key reports and documents from one place. A number of analytic tasks can be completed when a report is viewed. FPDS-NG uses the Informatica, Power Analyzer tool to create custom reports. Informatica has an analytics engine that extracts, filters and presents information in easy to understand reports. It uses a web browser interface to design, develop and deploy analytic reports.

Before creating your first query, please become familiar with several terms that will be used throughout this section and when you execute the Adhoc capabilities.

- Metrics
- Attributes

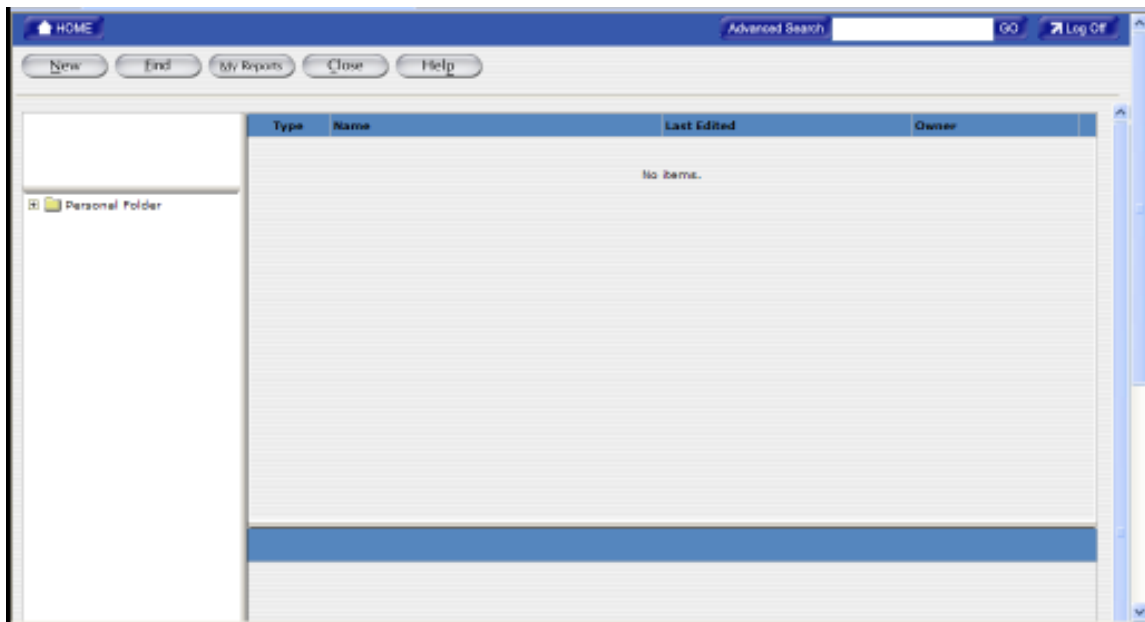
Metrics and attributes are central to this Adhoc process. Any analysis of a business process involves measurements of its performance. In the Adhoc reporting tool, a **measurement** is recognized as a **metric**. For example, you may be requested to run a report for use in the analysis of the average dollars obligated to small businesses in New York for FY 2007 with the information broken down by quarters. In this instance, the measurement, or metric, that the individual wants to evaluate is the average dollars obligated.

The parameters involved in the metric are called dimension attributes. If we use the previous example, the attributes that affect the metric are awards (Dollars Obligated), Place of Performance (New York) and time (Fiscal Year of 2007). Attributes are the factors that determine the value of the metric. You will be creating your reports based on the available metrics and attributes.



7.5.2 The query panel and tabs that you will see when first clicking on  is shown below:

**Figure 83. Adhoc Reporting Screen**



The first time the query panel is accessed by the user, the reporting screen will display without information or settings as shown above.

The following describes the functions of the buttons:

**Figure 84. Function Buttons**



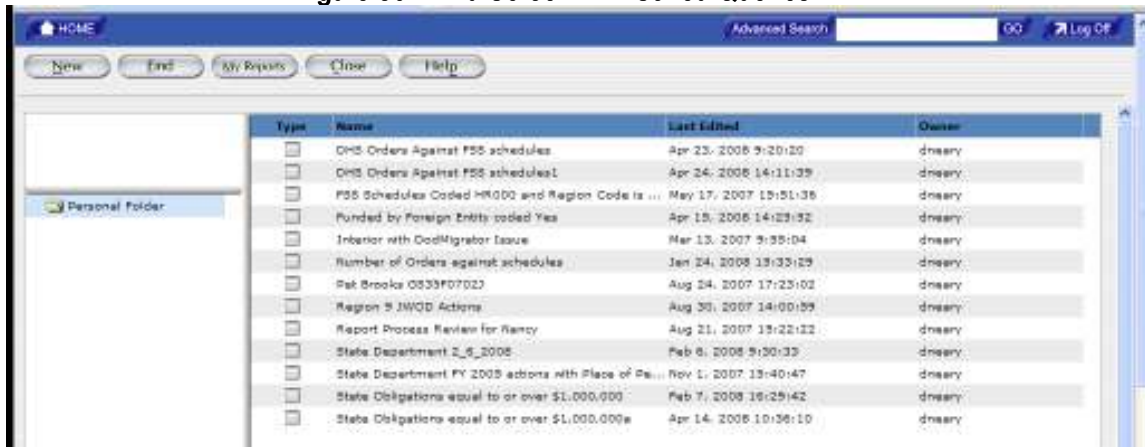
- **New Button** - The new button allows you to create analytic reports from the FPDS-NG data.
- **Find Button** - The Find button allows the user to search for reports and shared documents that they want to view. The Adhoc reporting tool keeps all reports in the Personal Folder of each user. To find reports, browse through the Personal Folders. The user can also search for a specific report. When you click this button you will be shown the following screen:

**Figure 85. Find Selection Button Screen**



If there are any reports that have been previously created and saved, they will appear when you double click on the Personal Folder and the following information will be provided:

Figure 86 . Find Screen with Saved Queries



To Create reports, the user must have the Reporting Tools privilege. While the report is displayed, use the Edit Report button to return to the report. Do not click the browser Back button or the Create Report tab. If the back button on the web browser is used, the system might clear the data on the page. When you are creating anew report, use the Reset button to clear the data from the report. The reset button removes any metrics, attributes, filters, rankings or formatting that may have been added to the report and takes the report back to Step 1 of the Create Report tab. Once the report is saved, the reset button can be used to clear all settings and create a new report.

### 7.5.3 TO CREATE REPORTS

The first step in creating reports is to specify the data and the format for the report.

To create a report select the New button.

Depending on the data that you want to be displayed in the report, one or more of the following steps will be completed:

- Select metrics for the report
- Select attributes for the report
- Set the filters for the report
- Set Layout and Format for the report

### 7.5.3.1 Selecting the Metrics for the report

Figure 87. Selecting the Metrics for the report

When you double click on the Award - IDV Information folder you will see two additional dropdowns - Dollar Values and Contract Actions.

If you are interested in having the dollars shown in your report, double click on Dollar Values. The following screen will appear:

Figure 88. Dollar Value Metrics

Metrics

Award - IDV Information

Dollar Values

Contract Actions

Metric Name	Description	Add
Base and Exercised Options Value		<a href="#">Add</a>
Action Obligation		<a href="#">Add</a>
Base and All Options Value		<a href="#">Add</a>

You can select one Metric Name and then hit the Add button. If you would like to see all of the dollars associate with the information you will be extracting from the database, you can follow the same process of selecting a Metric Name and selecting Add.

Now that the dollars you want to see have been selected, you can also select Contract Actions which is a count of actions.

Figure 89. Selecting the Contract Actions Metrics

Figure 10: Selecting the Contract Actions Method

<div><div>Metrics</div><div><div>Award - IDV Information</div><div><div>Dollar Values</div><div>Contract Actions</div></div></div></div>	<table><tr><th>Metric Name</th><th>Description</th><th>Add</th></tr><tr><td>Actions</td><td></td><td>Add</td></tr></table>	Metric Name	Description	Add	Actions		Add
Metric Name	Description	Add					
Actions		Add					

You will use the same process of selecting a value as you did with the Dollar Values.

### 7.5.3.2 Selecting Attributes for a Report

This section describes the selection of attributes to be reflected in your report.

For example, you may want to see the Date Signed, Product Service Codes and the Contracting Office names.



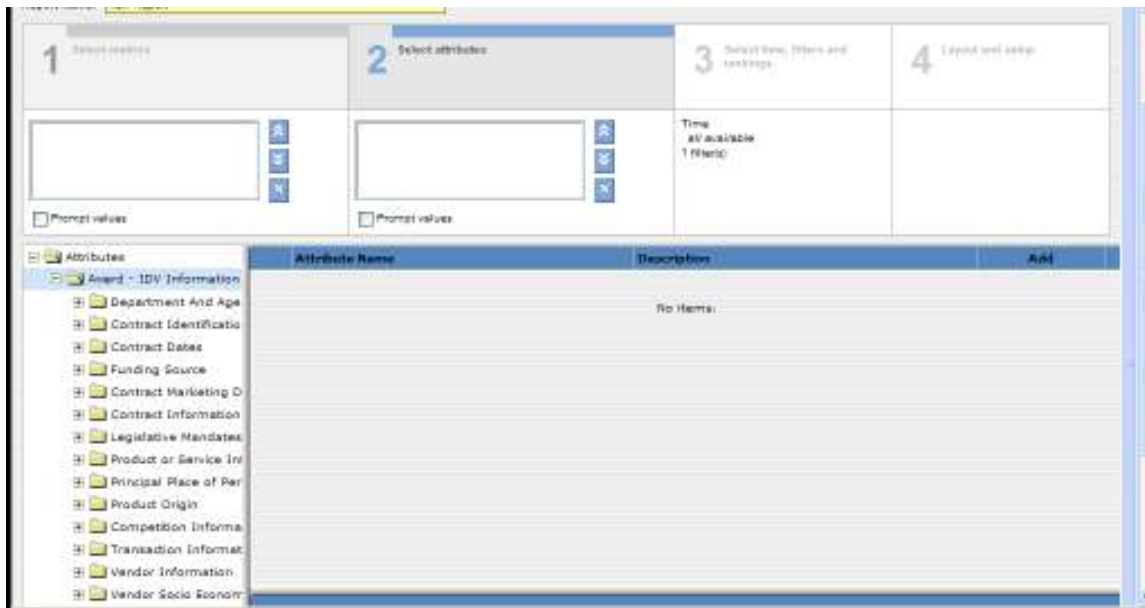
You will now click on Box 2, Select Attributes. All attributes and attribute folders display for which you have read permissions. Depending on the metrics you selected for the report, the related attribute folders will be displayed.

The Award and IDV Information selection folder will appear.

Double click on this folder and you will then be given additional folders with attributes for each of the categories shown. In order to see all of the attributes you will need to double click on the respective files that you want to review and make selections from.

The following is an example of what you will see:

**Figure 90. Selecting the Attributes for the report**



The following example shows the Contract Identification folder open with the selections that are available under this category:

**Figure 91. Selecting the Attributes for the report**



Once you have satisfied your requirements of the fields that you want to see data on, your screen will appear similar to this screen.

**Figure 92. Selected the Attributes for the report**

Attribute Name	Description	Add
Contracting Officers Business Size Selection		+
Reason Not Awarded To Small Business		+
Reason Not Awarded To Small Disadvantaged Business		+

It should be noted that there were additional fields that were requested, however, they do not appear on this screen shot. You can scroll up and down your selections using the scroll bar at the right of the selected Attributes. If you want to remove a category from your selected Attributes, all you need to do is highlight the title and then click the 'X' button. This screen reflects that I want to remove the NAICS Description from the categories to be included in the report.

### 7.5.3.3 Creating Filters

After you select metrics and attributes for a report, you can enhance your report by completing the following tasks:

- Creating Filters - Filters allow you to set a range for the data you want to display in the report. You can use a filter in your report to set a range for the report data. When creating a report, you often need to set a range for the report data. This range depends on the business question that you want to answer. You can create the following types of filters:
- Attribute Filters - An attribute filter sets a range for the report data based on selected attributes values. You select the attribute values by selecting an attribute name, an operator for the filter, and values for the operator.
- Metric Filters - A metric filter sets a range for the report data based on selected metric values. You select the metric values by selecting a metric name, an operator for the filter, and values for the operator.
- Data Parameter Selection - Once your filters are established and you Execute the Report, you will be provided with one final screen to establish the date parameter for your query.
  - Note: The maximum date parameter is a 12 month period.

Figure 83. Selecting Date Parameter For The Report

The screenshot shows a web-based report generation interface. At the top, there are buttons for 'New', 'Find', 'My Reports', 'Close', and 'Help'. Below these, a status bar indicates 'Prompted for report: State Obligations equal to or over \$1,000,000'. A 'Display Report' button is visible in the top right. The main content area is titled 'Report Prompt Summary' and contains a section for 'Attribute Filters' with the text 'Date Signed only show values between 10/01/2006 and 12/31/2006'. Below this, there is a checkbox for 'Prompt me with these settings the next time I run the report.' and a section titled 'Set Attribute Filters'. This section includes a checkbox for 'Enable progressive filtering' and a text box for 'Use YYYYMM format:'. Below the text box, there are two date pickers: 'For Date Signed only show values between' with a date of '10/01/2006' and 'and' with a date of '12/31/2006'. Below each date picker are links for 'Select attribute values...', 'Select global variable as value...', and 'Select global variable as value...'.

More in-depth instructions for creating Adhoc reports can be found at the FPDS-NG Project Website at: <http://fpdsng.com> under Downloads under Training (Manuals).

## 7.6 ezSearch

ezSearch provides the ability to search for contracts based on free text. All contracts searched are in Final status. Any DoD contract that is less than 90 days old will not be included in the search.

### 7.6.1 Beginning Your Query

- To begin your ezSearch type in one or more keywords that will be searched for in the contracts that you would like to find.

Figure 84. Key Word Search

The screenshot shows a web-based key word search interface. At the top, there is a blue header bar with a 'HOME' button. Below the header, there is a text input field with the placeholder text 'Type one or more keywords you would like to search on:'. The input field contains the text 'soybean+farming'. To the right of the input field is a 'Go' button. Below the input field, there are three buttons: 'Contracts', 'ICD', and 'Recovery'.



- Click on the  button. A list of contracts will be displayed that matches your search criteria in the Results page section. To remove your search criteria text, click the  button. Report results will be as follows:

Figure 85. Report Results

The screenshot shows the 'Result Page' for a search conducted on August 11, 2008. The page is titled 'List Of Contract Actions Matching Your Criteria' and displays 'Results 1 - 30 of 2215 as of Aug 11, 2008 7:55:35 AM'. The interface includes a 'HOME' button, a 'Log Off' button, and a 'Search' button. On the left, there are two filter boxes: 'Top 10: Department Full Name' and 'Top 10: Contracting Agency Name'. The main content area is divided into two columns. The left column lists contract details for two awards, including Award ID, Vendor Name, Date Signed, Referenced IDV, NAICS (Code), Vendor City, and Vendor State. The right column lists contract details for two awards, including Award Type, Contracting Agency, Action Obligation, Contracting Office, PSC (Code), Vendor DUNS, and Vendor ZIP. On the right side, there is a 'Search Criteria' box with a 'To remove the criteria or a portion of the search criteria click the button next to each search level.' and a 'Sort By' box with a 'Sort Order' dropdown set to 'Descending'.

## 7.6.2 Refining Your Search

You can refine your search by using the four filter boxes on the left side of the screen. You can drill down by Department, Agency, Vendor and Vendor State. The information in each filter box is displayed in descending order. Only the top 10 results will be displayed. The user can further drill down on a Department or Vendor State.

Click on the appropriate link in each filter box. Your results will be displayed in the Results Page section as shown in Figure 108.

### 7.6.2.1 Further Refining Your Search

If you would like to refine your search further, you can click on any of the links (shown in blue) within the list of documents to drill down. For example by clicking on the PSC Code your search results will only contain those documents with the specific PSC Code. The Search Criteria box will be updated to reflect the new search.

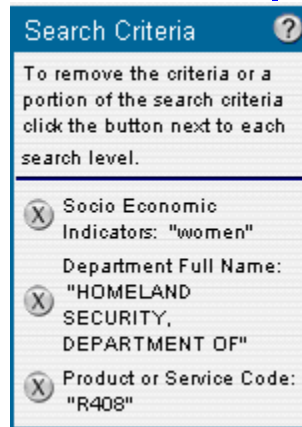
Figure 86. Selecting Data Parameters For The Report

The screenshot shows the 'Result Page' for a search conducted on August 23, 2007. The page is titled 'List Of Contracts Matching Your Criteria' and displays 'Results 1 - 30 of 12078 as of Aug 23, 2007 10:49:53 AM'. The interface includes a 'HOME' button, a 'Log Off' button, and a 'Search' button. On the left, there are two filter boxes: 'Top 10: Department Full Name' and 'Top 10: Contracting Agency Name'. The main content area is divided into two columns. The left column lists contract details for two awards, including Award ID, Vendor Name, Date Signed, Referenced IDV, NAICS (Code), Vendor City, and Vendor State. The right column lists contract details for two awards, including Award Type, Contracting Agency, Action Obligation, Contracting Office, PSC (Code), Vendor DUNS, and Vendor ZIP. On the right side, there is a 'Search Criteria' box with a 'To remove the criteria or a portion of the search criteria click the button next to each search level.' and a 'Sort By' box with a 'Sort Order' dropdown set to 'Descending'.

## 7.6.3 Remove Search Criteria

To remove specific search criteria click on the remove icon next to the search criteria you would like to delete from your search. The search will then recompute based on the search criteria that remains.

Figure 87. Removing Search Criteria

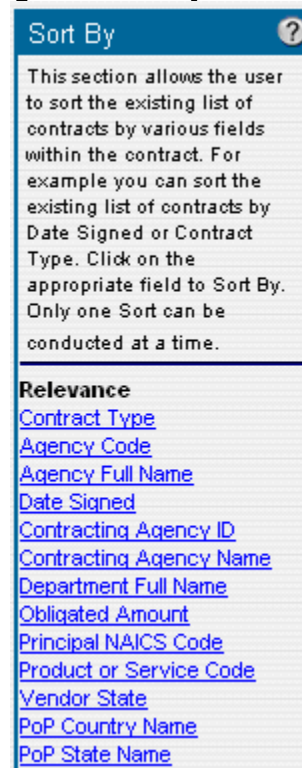


The Search Criteria box located in the top right corner of the screen displays your current search criteria. To remove the criteria or a portion of the search criteria click the button next to each search level.

#### 7.6.4 Sort By

The Sort By box allows the user to sort the existing list of contracts by various fields within the contract. For example you can sort the existing list of contracts by Date Signed or Contract Type. Click on the appropriate field to Sort By. Only one Sort can be conducted at a time.

Figure 88. Sort by Relevance

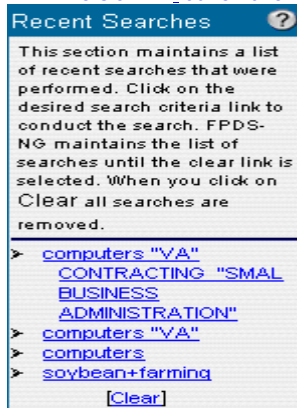


#### 7.6.5 Recent Searches

The Recent Searches box maintains a list of recent searches that were performed. Click on the desired search criteria link to conduct the search. FPDS-NG maintains the list of searches until the clear link is selected. When you click on 'Clear' all searches are removed.

Clicking on the links inside the documents allows you to further refine your search and drill down to specific information. For example by clicking on a specific PSC Code you will only see contracts for that PSC Code.

Figure 89. Recent Searches Made

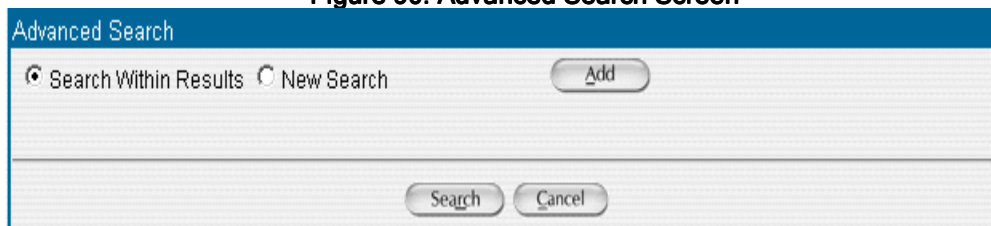


### 7.6.6 Advanced Search

To conduct an Advanced Search

- Click on the Advanced Search button 

**Figure 90. Advanced Search Screen**



- You can select to conduct a search from an existing search or you can choose to conduct a new search.
- Click on the Add button. Click in the dropdown box and make a selection. When making a selection from the drop down list of field names you may access the data dictionary which will provide you with a description of acceptable values to enter in the search criteria Like box. Use this link to access the data dictionary [http://www.fpdsng.com/downloads/FPDSNG\\_DataDictionary.pdf](http://www.fpdsng.com/downloads/FPDSNG_DataDictionary.pdf) to view the field descriptions.
- Enter a value in the Like box.



Figure 91. Advance Search Selections

Type one or more keywords you would like to search on :

**Advanced Search**

☐ Search Within Results ☒ New Search

☒ Socio Economic Indicators Like

Results 1 - 0 of 0 as of Aug 20, 2007 12:19:41 PM

– Click on

Figure 92. Advanced Search Results

Search took 6.77 seconds

Result Page: 1 2 3 4 5 6 7 8 9 10 Next

Top 10: Department Full Name	List Of Contracts Matching Your Criteria	Results 1 - 30 of 1367147 as of Aug 20, 2007 12:23:26 PM	Search Criteria
<ul style="list-style-type: none"> <li>GENERAL SERVICES ADMINISTRATION (60888)</li> <li>DEPT OF DEFENSE (363539)</li> <li>VETERANS AFFAIRS, DEPARTMENT OF (147087)</li> <li>INTERIOR, DEPARTMENT OF THE (36935)</li> <li>JUSTICE, DEPARTMENT OF (31959)</li> <li>HEALTH AND HUMAN SERVICES, DEPARTMENT OF (28039)</li> <li>HOMELAND SECURITY, DEPARTMENT OF (23846)</li> <li>AGRICULTURE, DEPARTMENT OF (22074)</li> <li>TREASURY, DEPARTMENT OF THE (18159)</li> <li>COMMERCE, DEPARTMENT OF (12489)</li> </ul>	<p><b>Award ID (Mod#):</b> 00001200109B101811M949 (2) <a href="#">View</a></p> <p><b>Vendor Name:</b> <a href="#">INTER. ARCHAEOLOGICAL RESEARCH</a></p> <p><b>Date Signed:</b> December 08, 2003</p> <p><b>Referenced IDV:</b></p> <p><b>IIAICS (Code):</b> ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES ( 541811 )</p> <p><b>Vendor City:</b> HONOLULU</p> <p><b>Vendor State:</b> HI</p>	<p><b>Award Type:</b> Purchase Order</p> <p><b>Contracting Agency:</b> <a href="#">U.S. FISH AND WILDLIFE SERVICE</a></p> <p><b>Action Obligation:</b> \$45,707</p> <p><b>Contracting Office:</b> <a href="#">U.S. FISH AND WILDLIFE SERVICE</a></p> <p><b>PSC (Code):</b> EDUCATIONAL STUDIES AND ANALYSES ( B542 )</p> <p><b>Vendor DUNS:</b> 6058316430000</p> <p><b>Vendor ZIP:</b> 968262231</p>	<p>To remove the criteria or a portion of the search criteria click the button next to each search level.</p> <p><input checked="" type="checkbox"/> Socio Economic Indicators: "women"</p>
<ul style="list-style-type: none"> <li>FEDERAL SUPPLY SERVICE (688372)</li> <li>VETERANS AFFAIRS, DEPARTMENT OF (147087)</li> <li>DEPT OF THE ARMY (134781)</li> <li>DEFENSE LOGISTICS AGENCY (88269)</li> <li>DEPT OF THE NAVY (77390)</li> <li>DEPT OF THE AIR FORCE (39364)</li> <li>PUBLIC BUILDINGS</li> </ul>	<p><b>Award ID (Mod#):</b> 00001200109B101811M945 (1) <a href="#">View</a></p> <p><b>Vendor Name:</b> <a href="#">BISHOP MUSEUM</a></p> <p><b>Date Signed:</b> December 08, 2003</p> <p><b>Referenced IDV:</b></p> <p><b>IIAICS (Code):</b> ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES ( 541811 )</p> <p><b>Vendor City:</b> HONOLULU</p> <p><b>Vendor State:</b> HI</p>	<p><b>Award Type:</b> Purchase Order</p> <p><b>Contracting Agency:</b> <a href="#">U.S. FISH AND WILDLIFE SERVICE</a></p> <p><b>Action Obligation:</b> \$40,000</p> <p><b>Contracting Office:</b> <a href="#">U.S. FISH AND WILDLIFE SERVICE</a></p> <p><b>PSC (Code):</b> EDUCATIONAL STUDIES AND ANALYSES ( B542 )</p> <p><b>Vendor DUNS:</b> 0776732420000</p> <p><b>Vendor ZIP:</b> 968172704</p>	<p><b>Sort By</b></p> <p>This section allows the user to sort the existing list of contracts by various fields within the contract. For example you can sort the existing list of contracts by Date Signed or Contract Type. Click on the appropriate field to Sort By. Only one Sort can be conducted at a time.</p> <p><b>Relevance</b></p> <p><a href="#">PRIMARY KEY</a></p> <p><a href="#">Contract Type</a></p> <p><a href="#">Agency Code</a></p> <p><a href="#">Agency Full Name</a></p> <p><a href="#">Date Signed</a></p> <p><a href="#">Contracting Agency ID</a></p> <p><a href="#">Contracting Agency Name</a></p> <p><a href="#">Department Full Name</a></p> <p><a href="#">Obligated Amount</a></p> <p><a href="#">Principal NAICS Code</a></p> <p><a href="#">Product or Service Code</a></p> <p><a href="#">Vendor State</a></p>
	<p><b>Award ID (Mod#):</b> 00001200301C03HQFS0054G507F0352K (10) <a href="#">View</a></p> <p><b>Vendor Name:</b> <a href="#">COASTAL INTERNATIONAL SECURITY</a></p>	<p><b>Award Type:</b> Delivery Order</p> <p><b>Contracting Agency:</b> <a href="#">GEOLOGICAL SURVEY</a></p>	

## 8. INTERAGENCY CONTRACT DIRECTORY (ICD)

### 8.1 Introduction


Interagency Contract Directory is a searchable database that can be used to identify government contracts that are used to place orders against. The information retrieved through this search is almost real-time data. However the report information is accurate for the last update made to the index. ICD is designed to be efficient by only taking the user seconds to bring up search results.

ICD provides the ability to search for contracts based on free text. All contracts searched are in Final status. Any DOD contract that is less than 90 days old will not be included in the search. Free text refers to matching search criteria entered with any of the 20 elements displayed on the ICD results screen.

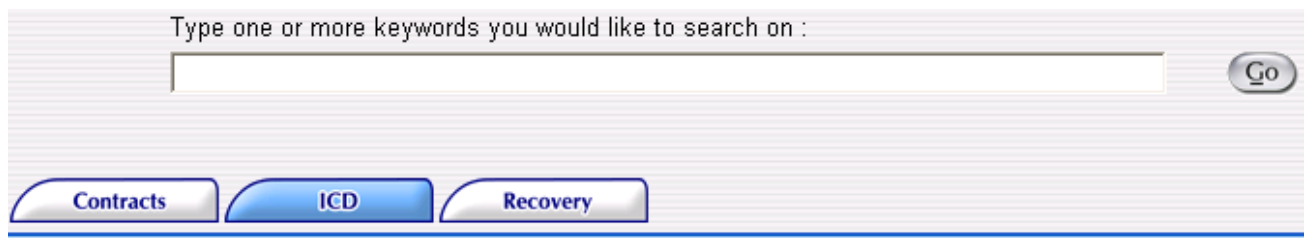
#### 8.1.1 Access to ICD

There are 3 ways to access ICD.


- From the FPDS-NG login page
- From the FPDS-NG Home Page and
- By launching a browser and typing [www.contractdirectory.gov](http://www.contractdirectory.gov) in the address bar.


Enter any text in the search box and click 


**Figure 93. Initial Keyword Search**




The interface shows a search box with the placeholder text "Type one or more keywords you would like to search on :". To the right of the search box is a "Go" button. Below the search box are three tabs: "Contracts", "ICD", and "Recovery". The "ICD" tab is currently selected.

 Clears the search text entered in the text box.

The  tab provides a view of all the active IDVs and Awards in a 'Final' status.

The  tab allows users to view all the active IDVs created on or after October 1, 2006.

The  tab allow users to view all the active IDVS and Awards in a 'Final' status where the funds were part of the American Recovery and Reinvestment Act.

The Top 10 IDV types are displayed to the left from the search results. This display represents the frequency of the occurrence of the search data from the search results.

**Figure 94. Top 10 IDV Results**

Top 10: IDV Type	
➤	<a href="#">IDC (155)</a>
➤	<a href="#">BOA (3)</a>
➤	<a href="#">FSS (1)</a>
➤	<a href="#">GWAC (1)</a>

The Top 10 Department names are displayed to the left from the search results.

**Figure 95. Top 10 Department Names**

Top 10: Department Name	
>	<a href="#">GENERAL SERVICES ADMINISTRATION (207)</a>
>	<a href="#">VETERANS AFFAIRS, DEPARTMENT OF (103)</a>
>	<a href="#">AGRICULTURE, DEPARTMENT OF (43)</a>
>	<a href="#">DEPT OF DEFENSE (25)</a>
>	<a href="#">JUSTICE, DEPARTMENT OF (16)</a>
>	<a href="#">INTERIOR, DEPARTMENT OF THE (12)</a>
>	<a href="#">HOMELAND SECURITY, DEPARTMENT OF (5)</a>
>	<a href="#">NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (4)</a>
>	<a href="#">SOCIAL SECURITY ADMINISTRATION (3)</a>
>	<a href="#">COMMERCE, DEPARTMENT OF (2)</a>

The Top 10 Contracting Agency names are displayed to the left from the search results

**Figure 96. Top 10 Contracting Agencies**

Top 10: Contracting Agency	
>	<a href="#">FEDERAL SUPPLY SERVICE (199)</a>
>	<a href="#">VETERANS AFFAIRS, DEPARTMENT OF (103)</a>
>	<a href="#">FOREST SERVICE (36)</a>
>	<a href="#">DEPT OF THE ARMY (23)</a>
>	<a href="#">FEDERAL PRISON SYSTEM (14)</a>
>	<a href="#">PUBLIC BUILDINGS SERVICE (8)</a>
>	<a href="#">BUREAU OF LAND MANAGEMENT (6)</a>
>	<a href="#">NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (4)</a>
>	<a href="#">FOOD SAFETY AND INSPECTION SERVICE (3)</a>
>	<a href="#">U.S. COAST GUARD (3)</a>

The Top 10 Vendor names are displayed to the left from the search results.

**Figure 97. Top 10 Vendors**

Top 10: Vendor Name	
>	<a href="#">GIGA INCORPORATED (48)</a>
>	<a href="#">KIPPER TOOL COMPANY INCORPORATED (40)</a>
>	<a href="#">KENNAMETAL INCORPORATED (28)</a>
>	<a href="#">CONTINENTAL MACHINE PRODUCTS INC (19)</a>
>	<a href="#">WATKINS AND ASSOCIATES INCORPORATED (7952) (16)</a>
>	<a href="#">KAUFMAN COMPANY INCORPORATED (13)</a>
>	<a href="#">CABEZON GROUP INCORPORATED (12)</a>
>	<a href="#">STAG ENTERPRISE INCORPORATED (12)</a>
>	<a href="#">ALON INCORPORATED (12)</a>
>	<a href="#">FOCUSED SOLUTIONS LIMITED LIABILITY COMPANY (11)</a>

The Top 10 Fee for Use of Service names are displayed to the left from the search results.

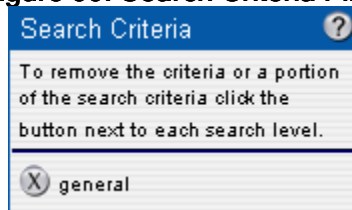
**Figure 98. Top 10 Fee for Use of Service Names**



Top 10: Fee for Use of Service	
>	<a href="#">No Fee (515)</a>
>	<a href="#">Range - Varies by Other Factor (26)</a>
>	<a href="#">Fixed (19)</a>
>	<a href="#">Range - Varies by Amount (2)</a>

The Search criteria entered in the Search field is displayed in the 'Search Criteria' to the right of the search results.


**Figure 99. Search Criteria File**



**Search Criteria** ?

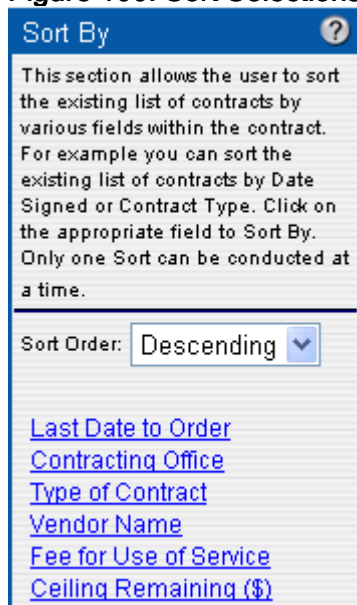
To remove the criteria or a portion of the search criteria click the button next to each search level.

X	general
---	---------

The Search criteria can be deleted from the Search criteria by using the  button.

The Sort By allows the user to sort the existing results right of the search results in ascending and descending order.

**Figure 100. Sort Selections**



**Sort By** ?

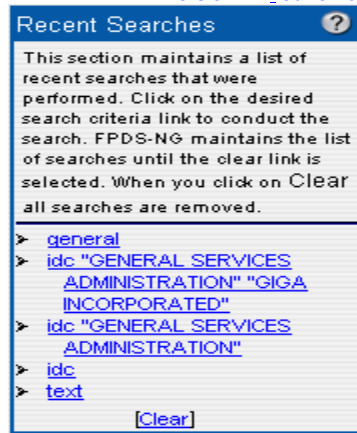
This section allows the user to sort the existing list of contracts by various fields within the contract. For example you can sort the existing list of contracts by Date Signed or Contract Type. Click on the appropriate field to Sort By. Only one Sort can be conducted at a time.

Sort Order:

[Last Date to Order](#)  
[Contracting Office](#)  
[Type of Contract](#)  
[Vendor Name](#)  
[Fee for Use of Service](#)  
[Ceiling Remaining \(\\$\)](#)

The Search criteria entered in the Search field is displayed in the 'Recent Searches' to the right of the search results.

**Figure 101. Recent Searches**





Clicking on the links inside the documents allows you to further refine your search and drill down to specific information. For example by clicking on a specific Contracting Agency you will only see contracts for that Contracting Agency.

**Figure 102. Results From Your Criteria**

List Of Contracts Matching Your Criteria		Results 1 - 1 of 1 as of May 14, 2008 1:01:46 PM	
<b>Contract ID (Mod#):</b>	<a href="#">F07CC10261</a> (0) ( <a href="#">View</a> ) ( <a href="#">Awards</a> )	<b>IDV Type:</b>	<a href="#">IDC</a>
<b>Vendor Name:</b>	<a href="#">INTELLIGENT INFORMATION TECHNOLOGY SOLUTIONS LIMITED LIABILITY COMPANY</a>	<b>Contracting Agency:</b>	<a href="#">SMITHSONIAN INSTITUTION</a>
<b>Last Date to Order:</b>	May 24, 2012	<b>Ceiling Remaining (\$):</b>	\$0
<b>Agency Name:</b>	<a href="#">SMITHSONIAN INSTITUTION</a>	<b>Contracting Office (ID):</b>	<a href="#">SMITHSONIAN INSTITUTION (10000)</a>
<b>NAICS (Code):</b>	COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION ( <a href="#">236220</a> )	<b>PSC (Code):</b>	MAINT-REP-ALT.EXHIBITION BUILDINGS ( <a href="#">Z191</a> )
<b>Website URL:</b>	-	<b>POC Email:</b>	-
<b>Requirement Description:</b>	IDIQ Contract for Construction Services	<b>Program Acronym:</b>	<a href="#">IDV</a>
<b>National Interest Action:</b>	<a href="#">None</a>	<b>Fee for Use of Service:</b>	-
<b>Major Program:</b>	-	<b>Who Can Use:</b>	<a href="#">Only the Agency awarding the contract may place orders.</a>
<b>Type of Contract:</b>	<a href="#">Order Dependent (IDV allows pricing arrangement to be determined separately for each order)</a>		
<b>Socio Economic Data:</b>	8A FIRM, VOB VETERAN OWNED BUSINESS, MINORITY OWNED BUSINESS, SMALL DISADVANTAGE BUSINESS		

## 8.1.2 EXPORT

The options you have available with exporting the results:

-  **PDF** Provides the ability to save the data as a PDF.
-  **CSV** Provides the ability to save the data as or a command delimited file (CSV).

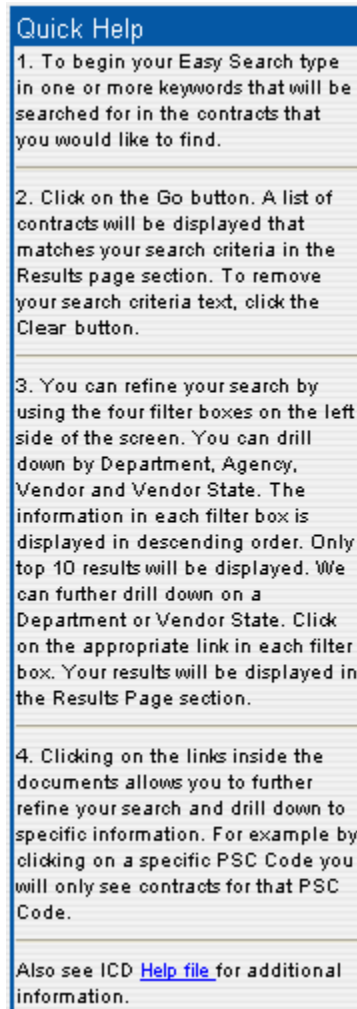
### NOTE:

There is a 5,000 row limit on both the Standard and AdHoc reports when creating a PDF File. When creating a CSV file for the Standard and AdHoc report is limit is 10,000 rows.

## 8.1.3 HELP


The Quick Help feature is available to provide navigation instructions. It also provides a link to the Help file.

**Figure 103. Help File**




#### 8.1.4 REFINING YOUR SEARCH

Refine Search as desired by either using the advanced search options or using the drill down feature.

- Click the link 'view' beside the IDV ID to view the IDV in a new screen.
- Click the link 'Awards' to view all the associated awards in a new screen. The view will display all the awards that reference the selected IDV.
- Click the drop down **Results per page:** 30  to configure the number of results to be displayed per page.

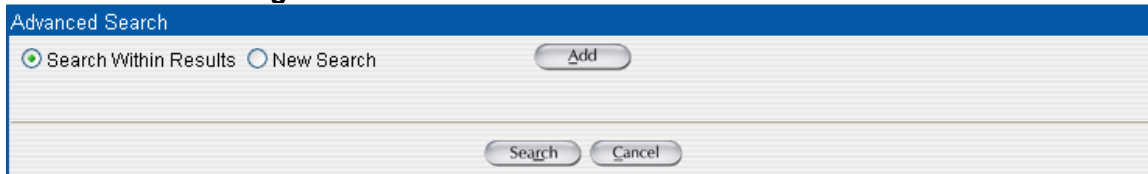
#### 8.1.5 ADVANCED SEARCH

The Advanced Search feature allows you to do complex searches for an IDV by using different criteria. In order to perform a more in-depth search, please follow the steps below:

Click the  on the top of the screen. The Advanced Search screen will be displayed. The user will be able to search from within the search results or perform a new search.

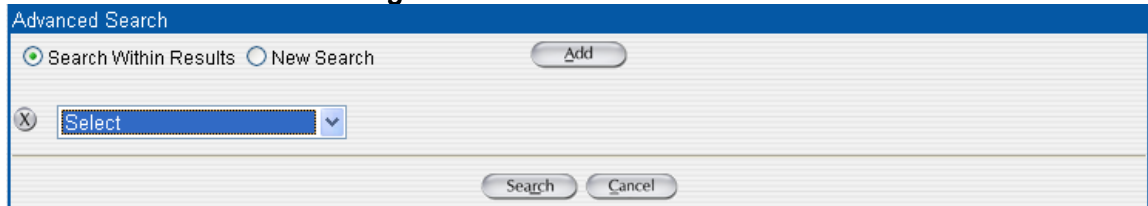


**Figure 104. Advanced Search Add Selection Screen**



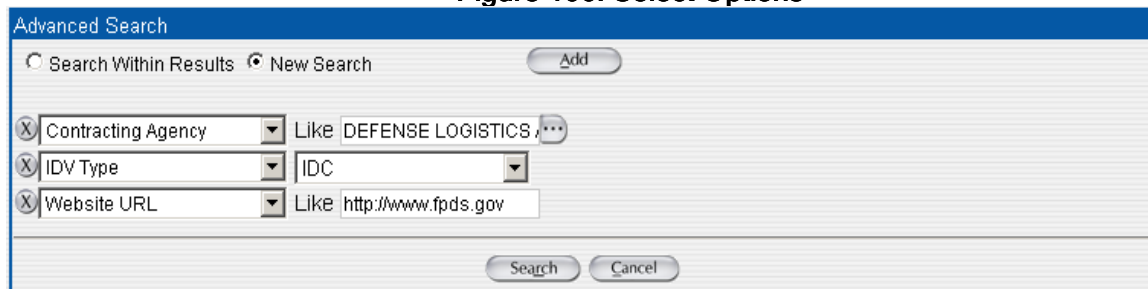
Click the  button to add search criteria. A dropdown field will be displayed.

**Figure 105. Advanced Search Select Box**




Multiple search criteria can be added on the Advanced Search screen using  button.

**Figure 106. Select Options**

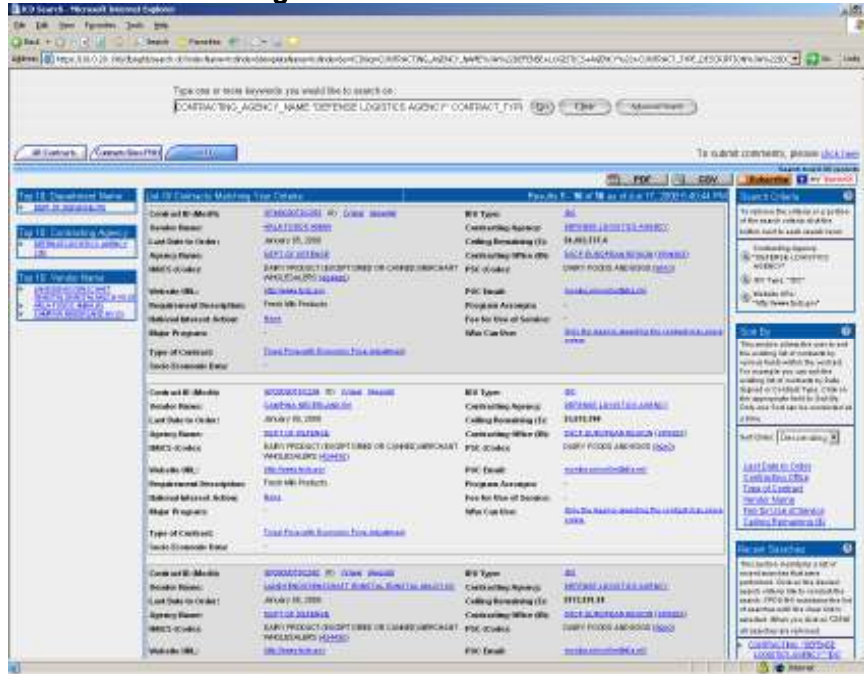


In the remaining fields, you may enter other information to customize your search.

- For most fields, you may use a % as a [wildcard](#).
- You may use the  to see a pick list.
- You may use the drop down to select values
- You may enter values in the text boxes provided against some fields.

Click . A list of IDVs will display.

Figure 107. Results From Your Criteria

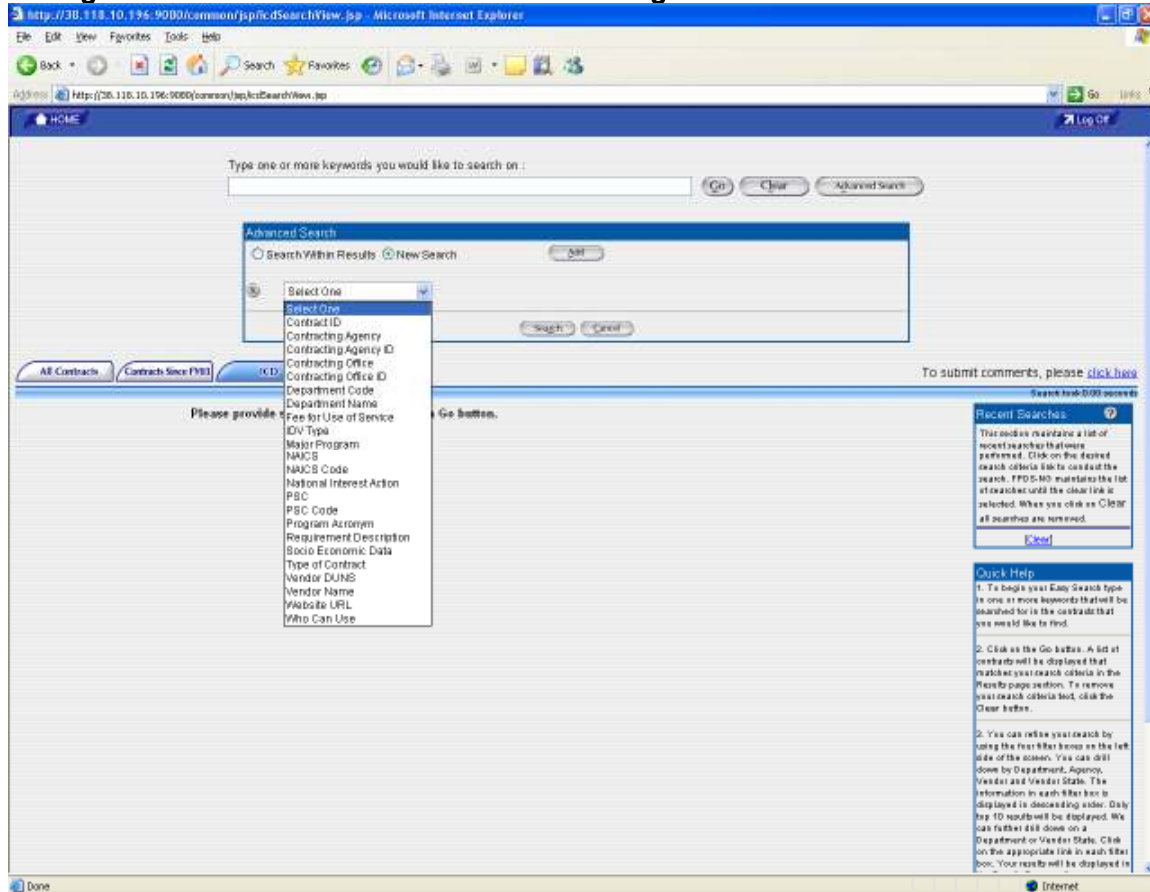


### 8.1.6 AVAILABLE SEARCH CRITERIA

The user will be able to perform searches using the following search criteria.

- Agency Name
- Description of Contract Requirement
- Contract Identifier (PIID)
- Type of contract pricing description
- Contracting Agency Name
- Contracting Office ID
- Contracting Office Name
- Major Program Name
- Program Acronym
- NIA Short Description
- NAICS Code or Description
- PSC Code or Description
- Vendor name
- Website URL
- Who Can Use
- Fee for use of service
- Vendor Socio Economic categories
- Type of IDV

Figure 108. Advance Search Screen Reflecting Available Search Criteria



The following Advanced Search options should have look up screens to be able to search for specific values

- Contracting Agency
- Contracting Agency ID
- Contracting Agency Name
- Contracting Agency ID
- Contracting Office Name
- Contracting Office ID
- Vendor DUNS
- Vendor Name
- NAICS Code or Description
- PSC Code or Description

Figure 109. Example of Agency Selection Screen

The screenshot shows a web application window titled "Agency Selection". It contains a table of agencies, a search filter section, and several buttons.

Select	Agency ID	Agency Name	Department ID	Agency Short Name
<input checked="" type="radio"/>	97AE	DEFENSE ADVANCED RESEARCH PROJECTS AGENCY (DARPA)	9700	
<input type="radio"/>	97AZ	DEFENSE COMMISSARY AGENCY (DECA)	9700	
<input type="radio"/>	97AR	DEFENSE CONTRACT AUDIT AGENCY	9700	
<input type="radio"/>	9763	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	9700	
<input type="radio"/>	97BZ	DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS)	9700	
<input type="radio"/>	97AK	DEFENSE INFORMATION SYSTEMS AGENCY (DISA)	9700	
<input type="radio"/>	97AS	DEFENSE LOGISTICS AGENCY	9700	
<input type="radio"/>	97F1	DEFENSE MEDIA CENTER (DMC)	9700	
<input type="radio"/>	9771	DEFENSE MICROELECTRONICS ACTIVITY (DMEA)	9700	
<input type="radio"/>	9516	DEFENSE NUCLEAR FACILITIES SAFETY BOARD	9516	

12 out of 12 items found.

**Find items that match the following criteria:**

Department ID:  Parent Agency ID:

Agency ID:  Agency Name:

Buttons: Select, Cancel, Search, Clear, Help

The following Advanced Search options should have drop downs to be able to select for specific values

- Fee for use of Service
- IDV Type
- NIA Short Description
- Socio Economic Data
- Who Can Use. If the value chosen is 'Only My Agency', then a text box should be provided to enter the agency Name

Figure 110. Example of Selection Drop Down on Advanced Search Screen

The screenshot displays the 'Advanced Search' interface. At the top, there are two radio buttons: 'Search Within Results' (selected) and 'New Search', followed by an 'Add' button. Below this, a search criteria field is shown with a dropdown menu currently set to 'Socio Economic Data'. A list of search criteria is displayed in a scrollable area, with '8A FIRM' selected and highlighted in blue. The list includes various categories such as 'AIOB AMERICAN INDIAN OWNED BUSINESS', 'AIRPORT AUTHORITY', 'ALASKAN NATIVE CORPORATION', 'APAOB ASIAN PACIFIC OWNED BUSINESS', 'ARCHITECTURE AND ENGINEERING', 'BAOB BLACK OWNED BUSINESS', 'COMMUNITY CORP OWNED FIRM', 'COMMUNITY DEVELOPMENT CORP', 'CONSTRUCTION FIRM', 'CONTRACTS', 'CONTRACTS GRANTS', 'CORP ENTITY NOT TAX EXEMPT', 'CORP ENTITY TAX EXEMPT', 'COUNCIL OF GOVERNMENTS', 'COUNTRY\_OF\_INCORPORATION', 'DOMESTIC SHELTER', 'DOT CERTIFIED DISADV BUS', 'EDUCATIONAL INSTITUTION', 'FEDERAL AGENCY', 'FEDERAL GOVERNMENT', 'FEDERALLY FUNDED R AND D CORP', 'FIRMBA JOINT VENTURE', 'FOR PROFIT ORGANIZATION', 'FOREIGN GOVERNMENT', 'FOREIGN\_OWNED\_AND\_LOCATED', 'FOUNDATION', 'GRANTS', 'HAOB HISPANIC OWNED BUSINESS', and 'HBCU HISTORICALLY BLACK COLLEGE UNIVERSITY'. To the left of the search criteria field, there is a button labeled 'ICD' and a partially visible instruction: 'se provide search criteria and click o'. To the right, a partially visible label 'To' is present.

Advanced Search

☐ Search Within Results ☒ New Search

X Socio Economic Data

8A FIRM

8A FIRM

AIOB AMERICAN INDIAN OWNED BUSINESS

AIRPORT AUTHORITY

ALASKAN NATIVE CORPORATION

APAOB ASIAN PACIFIC OWNED BUSINESS

ARCHITECTURE AND ENGINEERING

BAOB BLACK OWNED BUSINESS

COMMUNITY CORP OWNED FIRM

COMMUNITY DEVELOPMENT CORP

CONSTRUCTION FIRM

CONTRACTS

CONTRACTS GRANTS

CORP ENTITY NOT TAX EXEMPT

CORP ENTITY TAX EXEMPT

COUNCIL OF GOVERNMENTS

COUNTRY\_OF\_INCORPORATION

DOMESTIC SHELTER

DOT CERTIFIED DISADV BUS

EDUCATIONAL INSTITUTION

FEDERAL AGENCY

FEDERAL GOVERNMENT

FEDERALLY FUNDED R AND D CORP

FIRMBA JOINT VENTURE

FOR PROFIT ORGANIZATION

FOREIGN GOVERNMENT

FOREIGN\_OWNED\_AND\_LOCATED

FOUNDATION

GRANTS

HAOB HISPANIC OWNED BUSINESS

HBCU HISTORICALLY BLACK COLLEGE UNIVERSITY

ICD

se provide search criteria and click o

To

## APPENDIX A

### FPDS-NG FREQUENTLY ASKED QUESTIONS

#### A.1 Why is contract reporting in FPDS-NG necessary?

Through the Office of Federal Procurement Policy (OFPP) Act, Congress mandated that contract actions using appropriated funds must be reported to FPDS-NG.

The Government has a compelling need to understand where your tax dollars are spent. Collecting data about Government procurements provides a broad picture of the overall Federal acquisition process. The ability to look at all contracts across many agencies, in great detail, is a key ingredient to establishing transparency in published Government procurement data and credibility in the professionals who use these contracts. With a view of the federal spending we can hope to conduct analyses to structure strategic procurements and save money; improve government-wide management; and establish interoperability with other government-wide data systems.

In addition, there is now the ability to independently access Government-wide information globally. This increases the need for data accuracy.

Agencies also use this information for management purposes. As an example, some agencies use this information to calculate workload and buyer productivity.

#### A.2 What is not included in FPDS-NG?

Following are examples of data not reported in the FPDS-NG.

- Subcontracting data.
- Financial information other than instant obligation and estimated values.
- Accounting data.
- CLIN information.
- Detailed contract information, such as terms and conditions, deliverables, statements of work, proposals, contractor employee information, line items and wage determinations.
- 

#### A.3 What are the roles of federal departments and agencies, including SBA, in federal contract reporting?

Federal contracting data is entered into the Federal Procurement Data System-Next Generation (FPDS-NG) by acquisition agencies, each of which has primary responsibility for the quality of the data that they submit to the system. After each fiscal year, submitting departments and agencies verify to the Office of Federal Procurement Policy, in the Office of Management and Budget, that their procurement data is properly entered into the system. FPDS-NG is managed by the General Services Administration's (GSA's) Integrated Acquisition Environment Program Office (IAEPMO). This office assures proper maintenance of FPDS-NG's online database of federal procurement actions, assures its continued accessibility by members of the public, media, congressional staffs, and by federal officials who must reference the data they have submitted. The system provides substantial report generating capability, including many standard reports that allow users to retrieve information about federal procurements.

Contracting information captured in FPDS-NG is used by SBA in preparation of annual Small Business Goaling Reports (SBGRs). In turn, these reports are used to evaluate federal agencies performance under socioeconomic procurement preference programs, and achievement of goals under those programs.

#### A.4 Who needs to be registered and why?

If you do not use a contract writing system and input your contract action reports through Web portal, you need to be registered. If you use a contract writing system, the standard is a single sign-on which is established for that server and you do not need an individual registration. However, if you are a system administrator or other individual who generates reports or queries, you will need to be registered as you must access FPDS-NG through an internet browser, not your contracting writing system, at <https://fpds.gov>. Government employees, who are registered through their



agency's FPDS-NG System Administrator, may have additional capabilities over and above running reports or creating queries. Note that if a government employee wants to use FPDS-NG from their home/personal computer they will need to be registered.

**A.5 What if I forget my user ID?**

Contact your Department or Agency FPDS-NG System Administrator, not the support desk.

**A.6 What if I forget my password?**

Use the forgotten password function on the Log In screen.

**A.7 What if I get locked out after 5 unsuccessful attempts at logging in?**

Contact your Department or Agency FPDS-NG System Administrator.

**A.8 Is there any intelligence in the contract numbers (PIID)?**

Each agency is responsible for the development of their contracting numbering system, including the fiscal year, type of contract, and activity location. At this time, there is no federal-wide contract numbering schema.

**A.9 Why is there no Federal mandate on the format of contract numbers (PIID)?**

Agency numbering systems were established long before we used automated systems. Historically, automated systems were developed around existing data requirements. As we are in the process of streamlining the procurement phases that all agencies perform similarly, we are increasingly interested in areas that must be standardized to allow data sharing. Although having contract numbers (PIID) that are similar would be helpful, it is not absolutely necessary. As such, making all agencies follow a mandated scheme is not presently a crucial factor.

**A.10 Can I get a copy of the contract file including the terms and conditions from FPDS-NG?**

No. Only designated data about the contract is in FPDS-NG.

**A.11 If not, where can I get a copy of the contract?**

Frequently, these requests are handled as Freedom of Information Act (FOIA) requests. You will need to contact the awarding agency's FOIA Office for further information.

**A.12 Is there a central repository of all active contract documents?**

No. The active contract files are not stored in a federal sponsored, central repository. Only closed out contracts are maintained in an archival status. The active contract files are maintained by the appropriate contracting office.

**A.13 Where can I see the items that were purchased or delivered on a contract?**

We refer to this level of detail as the "contract line item" or the "contract line item number" (CLIN) data. FPDS-NG collects data at the contract level not at the CLIN level. Usually CLIN data is available to the public through a formal request made to the awarding agency's FOIA office.

**A.14 Where can I find the type of contract awarded?**

This information is available in FPDS-NG. Please refer to the FPDS-NG Data Dictionary for specific data elements and definitions.

**A.15 How can I tell if a contract action is referencing a Federal Supply Schedule?**

When a Delivery Order, Task Order, BPA or BPA Call is placed in the system, the record is required to have a reference PIID. There are only two Agencies that award Schedules and they are General Services Administration (GSA) and Veteran Affairs (VA). If the DO/TO are for medical supplies and/or services the schedule will usually begin with 'VA'. The BPA Call will reference the BPA that may have been created from a VA, FSS schedule or other type of Indefinite Delivery Vehicle. If a DO/TO has a GSA referenced PIID that is in the following format, it is a schedule.

Position 1-2	Position 3-4	Position 5	Position 6-9	Position 10
GS	NN	F	NNNN	Alpha A-Y

Please note that the 'N' in this example represents numbers.

**A.16 Does the location of the Contracting Office have any bearing on where the item being purchased will be used or the services provided?**

In many instances the products or services are located in the same area as the Contracting Office. However, there are as many times where the products and services are used in a Field Office that is not co-located with the Contracting Office. An example of awards made at one location and used at another is the purchase of fleet vehicles. The actions are awarded in Washington, DC by the Federal Acquisition Service (FAS) and the vehicles are shipped to a number of the Fleet Management Centers throughout the United States.

**A.17 What are federal departments and agencies doing to assure that the data they submit to FPDS-NG are as accurate as possible?**

The federal government is committed to improving the acquisition data it reports to FPDS-NG. While progress has been made, additional process improvements are underway. For example, the Administrator of the Office of Federal Procurement Policy now requires that agencies establish and document procedures for validating and verifying contract data submitted to FPDS-NG.

**A.18 Why does accuracy in small business contracting data matter?**

Federal contracting preference programs are intended to promote a vibrant National industrial base, which provides the government an ample pool of vendors. To ensure full participation in the Federal marketplace, statutory goals have been established for each of these programs. Each year, performance against these goals is evaluated. Because the purpose of contracting goals is so important, performance evaluation must be accurate. With accurate contract data, federal agencies can take appropriate credit for their small business contract awards.

**A.19 What is the Small Business Goaling Report?**

This is a report mandated by the Small Business Act, generated using FPDS-NG data. In that Act, Congress mandated that the Executive Branch provide contracting opportunities to small businesses owned by women, veterans, service disabled veterans, small disadvantaged businesses, or businesses located in historically underutilized business zones and awards using 8(A) procedures.

The Small Business Administration (SBA) is responsible for setting goals for small business participation in federal contracts. Annually the SBA works with each agency to set goals. The SBA submits an annual Small Business report with achievements against the goals to Congress. The report is generated by FPDS-NG and is published officially on the SBA web-site [www.sba.gov](http://www.sba.gov). Achievements are credited to the agency funding the award not the agency issuing the contract action.

**A.20 What is included in the Small Business Goaling Report?**

Only actions covered by the Small Business Act are included in the report. This is a Department level report that displays small business data for a specified date range by Funding Agency.

The criteria for the Small Business Goaling Report are listed in the appendix at the end of the report. Data for this report are calculated as follows:

Officer's Business Size Selection' is equal to "Small Business" AND the vendor's business type is SDB or 8(a).

Small Disadvantaged Business Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Business Size Selection' is equal to "Small Business" AND the vendor's business type is SDB or 8(a).

Small Disadvantaged Business Percentage of Dollars Obligated: This column is computed as follows: Small Disadvantaged Business Dollars/Total Small Business Eligible Dollars.

8(a) Procedure Actions: This column is an aggregation of Number of Actions when the 'Type of Set Aside' is one of the following values: 8(a) Sole Source, 8(a) Competed, 8(a) HUBZone.

8(a) Procedure Dollars: This column is an aggregation Dollars Obligated when "Type of Set Aside is one of the following values: 8(a) Sole Source, 8(a) Competed, 8(a) HUBZone.

8(a) Procedure Percentage of Dollars Obligated: This column is computed as follows: 8(a) Procedure Dollars/Total Small Business Eligible Dollars.

Veteran Owned Small Business Actions: This column is an aggregation of Number of Actions when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Veteran Owned.

Veteran Owned Small Business Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Veteran Owned.

Veteran Owned Small Business Percentage of Dollars Obligated: This column is computed as follows: Veteran Owned Small Business Dollars/Total Small Business Eligible Dollars.

Service Disabled Veteran Owned Small Business Actions: This column is an aggregation of Number of Actions when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Service Disabled Veteran Owned.

Service Disabled Veteran Owned Small Business Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Service Disabled Veteran Owned.

Service Disabled Veteran Owned Small Business Percentage of Dollars Obligated: This column is computed as follows: Service Disabled Veteran Owned Small Business Dollars/Total Small Business Eligible Dollars.

Women Owned Small Business Actions: This column is an aggregation of Number of Actions when 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Women Owned.

Women Owned Small Business Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Total Small Business Eligible Actions: This column is an aggregation of Number of Actions, after exclusions are applied.

Total Small Business Eligible Dollars: This column is an aggregation of Dollars Obligated, after exclusions are applied.

Small Business Actions: This column is an aggregation of Number of Actions when the 'Contracting Officer's Business Size Selection is equal to "Small Business."

Small Business Dollars: This column is an aggregation of Dollars Obligated when the 'Contracting Officer's Business Size Selection' is equal to "Small Business."

Small Business Percentage of Dollars Obligated: This column is computed as follows: Small Business Dollars/Total Small Business Eligible Dollars.

Small Disadvantaged Business Actions: This column is an aggregation of Number of Actions when the 'Contracting Women Owned.

Women Owned Small Business Percentage of Dollars Obligated: This column is computed as follows: Women Owned Small Business Dollars/Total Small Business Eligible Dollars.

Certified HUBZone Small Business Actions: This column is an aggregation of Number of Actions when the 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is HUBZone Certified.

Certified HUBZone Small Business Dollars: This column is an aggregation of Dollars Obligated when the when 'Contracting Officer's Selection of Business Size' is equal to "Small Business" AND the vendor's business type is Certified HUBZone.

Certified HUBZone Small Business Percentage of Dollars Obligated: This column is computed as follows: Certified HUBZone Small Business Dollars/Total Small Business Eligible Dollars.

## **A.21 What is excluded from the Small Business Goaling Report?**

Only actions covered by the Small Business Act are included in the report. There are many other actions that are excluded from the goaling report. FPDS-NG standard reports identify the query at the bottom of the report to assist report users in understanding the report criteria. Exclusions are referenced below:

## Appendix

The following (goaling) exclusions apply to the Small Business Goaling Report

- Javits-Wagner-O'Day Program (JWOD, Sheltered Workshop): Awards that have a contractor with a SAM based Sheltered Workshop designation Flag equal to "Y" are excluded.
- UNICOR: Exclude the UNICOR DUNS numbers specified in the APPENDIX A.
- American Institute in Taiwan: Awards with the American Institute in Taiwan designated as the contractor for the award and determined by a DUNS number of '161174503'.
- Contracts performed outside of the United States: Awards performed outside of the US are designated when the country in the place of performance is NOT the United States.
- Acquisitions by agencies on behalf of foreign governments or entities or international organizations: Actions that are funded by foreign entities ("Funded by Foreign Entity" = 'Yes' OR "Foreign Funding" = 'Foreign Funds - FMS' or 'Foreign Funds - non-FMS') are excluded from the report.
- Contracts funded predominately with agency generated sources. Accordingly, the following Federal Government agencies are excluded:
  - FDIC, 5100
  - Postal Service, 1800
  - Bureau Of Engraving And Printing, 2041
  - United States Mint, 2044
  - Office Of The Comptroller Of The Currency, 2046
  - Office Of Thrift Supervision, 2047
  - Transportation Security Administration, 6965; 7013, (data are included when the signed date is equal to or greater than July 1, 2008)
  - Federal Aviation Administration, 6920
  - Tennessee Valley Authority, 6400
  - Administrative Office of the US Courts, 1027
  - Architect of the Capitol, 0100
  - Bankruptcy Courts, 1021
  - Central Intelligence Agency, 5600
  - Congressional Budget Office, 0800
  - Court Services and Offender Supervision Agency, 9594
  - Pretrial Services Agency, 959P
  - Federal Judicial Center, 1028
  - Overseas Private Investment Corporation, 7100
  - Supreme Court of US, 1001
  - US Courts of Appeals-Judicial Circuits, 1002
  - US District and Territorial Courts, 1012
- Contracts awarded for the Defense Commissary Agency, (Awards with a Other Than Full and Open Competition value of "RES" for Resale).
- Product Service codes for Leases in the format X\*\*\*.
- Product Service codes for Utilities S112 (Electric).
- Tricare DODAAC - H94002. (based on Contracting Office Code)
- Tricare DODAAC - HT9402. (based on Contracting Office Code)
- Centers for Medicare & Medicaid Services (CMS) non-appropriated funded contracts - 00NAF. (based on Contracting Office Code)

## APPENDIX A - List of DUNS - UNICOR/Federal Prison Industries

014723167 177021870  
025866133 178845053  
027435366 183606490  
042811430 185501798  
056435894 185930542  
057272486 187651752  
060771920 199234480  
068638951 618879423  
072724859 622178747  
075399977 624770475  
085119121 626627459  
086854069 626979314  
088695218 794034553  
096356964 801970971  
098736291 801977273  
103385519 801983800  
118882161 801984964  
126924018 801991969

127300429 883387995  
127607732 932169972  
129794269 932793250  
147374714 933631806  
148033947 933631814  
148071236 933631939  
152000998 942195132  
161114251 199221480

Report Drill Down capabilities include MACOM, SUBCOM and Functional Dimensions as selection criteria and are relevant to DOD data only.

The Federal Procurement Data System - Next Generation (FPDS-NG) is a dynamic, real-time database. Updates to data, including new actions, modifications, and corrections are made on a regular basis. Such updates could result in changes to the FPDS-NG data used to compile reports on actions for current and/or prior fiscal years. Accordingly, all reports need to be viewed with this in mind. It should also be noted that availability of DoD data entered into FPDS-NG is subject to a 90-day delay for non DoD users.

## **A.22 What is the difference between Small Disadvantaged Business (SDB) and 8(a) in the Small Business Goaling Report?**

All 8(a)s are SDBs, but not all SDBs are 8(a)s. The 8(a) category is included to separately identify those actions and dollars which used SBA 8(a) procedures. Just because a vendor is identified in SAM as 8(a), does not automatically give an agency credit for an 8(a) award. The award must have been an 8(a) set-aside for the agency to get credit in the small business goaling report. The small business goaling report does not goal 8(a) vendors, it goals participation in the SBA 8(a) Program.

## **A.23 Where do the Contracting Officers get the information to put in the Contracting Officer's Business Size Selection?**

The contracting officers should check with the Online Representations & Certifications Application (ORCA) to contracting officer's selection of business size should come from ORCA. ORCA is the official source for business size.

## **A.24 Why don't I get credit for all of my 8(a) awards?**

SBA is monitoring the use of the 8(a) program procedures, not the vendor being certified by SBA as an 8(a) concern. When Agencies and Contracting Offices are reviewing their Small Business Goaling Report, they question why all 8(a) awards do not appear in the agency's accomplishments for 8(a) concerns. It should be noted that if you are using the SBA's 8(a) procedures for awarding an 8(a) contract by either 8(a) Competed or 8(a) Sole Source for the Type of Set-Aside, you will receive credit in the following categories: 8(a), Small Disadvantaged Business and Small Business. Additional credits would be given if the vendor is a Woman Owned Business, Service Disabled Veteran Owned Small Business, etc. However, if you award an 8(a) vendor an award using Full and Open Competition, you will only get credit for Small Disadvantaged Business and Small Business and any of the additional credits mentioned above if appropriate. We consider the 8(a) vendor in this case a 'Got Lucky' as he was competing for work with the large vendors as well as other small businesses. The reason that you would not get credit for an 8(a) award is that you did not use the SBA 8(a) procedures in making the award.

## **A.25 Why don't my queries match the standard reports?**

FPDS-NG is a dynamic, real time system; therefore, every time a new contract action report (CAR) is entered into FPDS-NG it has the potential to change data. Contracts can run for years and data changes. In addition, contractors change their information too. For example, if you run a report or query on Monday, you can get a different answer on the same report or query on Friday because additional CARS have been reported and are now included in the output. (Only CARS that have been finalized are included in any reports or queries.)

Another reason reports and queries will not match is that data requests are not identically written. FPDS-NG standard reports identify the query at the bottom of the report to assist report users in understanding the report criteria.

Most reports are based on which contracting office issued the award. The SBA requirement for reporting purposes is based on the agency that is funding these contracts, not the awarding agency.

**A.26 What does "Purchase Card Used as Method of Payment" mean?**

The order or contract provides for payments to the contractor to be made through the use of the purchase card. These are "charges" backed by a contract vehicle/document. It allows the government and the contractor to avoid the use of expensive invoices.

**A.27 Does FPDS-NG have purchase card data?**

Purchase card transactions less than or equal the micro purchase threshold are not reportable to FPDS-NG. The banks that issue the cards collect purchase card data.

**A.28 What is the difference between the North American Industrial Classification System (NAICS) and Product and Service Codes (PSC)? Why does FPDS-NG have both?**

The North American Free Trade Agreement (NAFTA) requires the use of NAICS by the Government. The NAICS classifies commercial activity into broad **business categories**, such as soybean farming, manufacturer, wholesaler, retail, and services.

PSCs describe **specific products and services** which form the basis for national stock numbers.

Both fields are required because statute requires some reports to be based on NAICS information, some on PSC information, and some, such as the Competitive Demonstration Program, must use both codes.

It also helps narrow a search if we allow users to select what they want from two or three filters. For example, we do not buy "PHOTOGRAPHIC AND PHOTOCOPYING EQUIPMENT MANUFACTURING", "PHOTOGRAPHIC EQUIPMENT AND SUPPLIES WHOLESALERS", or CAMERA AND PHOTOGRAPHIC SUPPLIES STORES", we buy cameras.

**A.29 Why do my reports time out?**

The report may be too large or the search criteria may be too broad. Refine your search criteria by changing the date range or adjusting other search fields. Some time out issues may be due to your agency's particular system configuration.

**A.30 What does Place of Performance really mean?**

The information in this field should reflect where the items will be produced, manufactured, mined, or grown or where the service will be performed. This field refers to the contractor's final manufacturing assembly point, processing plant, construction site, place where a service is performed, location of mines, or where the product is grown.

**A.31 What can Prevent Successful Downloading or Sending of files?**

There is a 5,000 line restriction on the Informatica tool used for Standard and Adhoc Reports. However, it should be noted when e-mailing a large report the recipient may not receive the report until after local business hours. These hold-time standards are established by each agency based on their peak load times.



## APPENDIX B

### GLOSSARY OF TERMS

**8(a)** - The Small Business Administration (SBA) administers the 8(a) Business Development Program that offers a broad scope of assistance to socially and economically disadvantaged firms. 8(a) firms automatically qualify for SDB certification.

**Agency System Administrator** - Overall responsibility for the administration of FPDS-NG within the respective agency. These responsibilities include but are not limited to establishing user profiles, privilege and functions associated with passwords and respond to user's questions.

**Award** - Types of awards within FPDS-NG include Purchase Orders (PO), Delivery Orders (DO), BPA Calls, and Definitive Contracts.

**BOA - Basic ordering agreement.** Please Note: A basic ordering agreement is NOT a contract. A basic ordering agreement is a written instrument of understanding, negotiated between the government and contractor that contain (a) terms and clauses applicable to future contracts (orders) between the parties during its term; (b) a description, as specific as practicable of supplies or services to be provided; and (c) methods for pricing, issuing and delivering future orders. Each order against a BOA is a separate contract. Federal schedule contracts are not Basic Ordering Agreements.

**BPA** - In accordance with Federal Acquisition Regulation (FAR) 8.405-3, ordering activities may establish BPAs under any GSA Schedule contract. A GSA Schedule BPA simplifies the filling of recurring needs for supplies or services, while leveraging a customer's buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.

**CCB Change Control Board** - The FPDS-NG CCB serves as the primary communication liaison to the agencies and is ultimately responsible for tracking all approved changes to the FPDS-NG. The CCB member proposes and reviews configuration items required to keep the Federal Procurement Data System database current with Federal requirements including Standard Reports. The FPDS-NG Program Manager chairs the CCB.

**Clinger-Cohen Act Planning Compliance** - This procurement is for computer hardware or services, certification by the funding office as to whether the planning requirements have been met.

**Congressional District** - A congressional district is an electoral constituency which is any cohesive corporate unit or body bound by shared structures, goals or loyalty that elects a single member of the Congress.

**Consolidated Contract** - A consolidated contract results when DoD funds are involved and a solicitation is used to obtain offers for a single contract or a multiple award contract to satisfy two or more requirements of a department, agency, or activity for supplies or services that previously have been provided to, or performed for, that department, agency, or activity under two or more separate contracts.

**Contract Bundling** - The contracting officer determines this contract action is a result of consolidating two or more requirements previously solicited, provided or performed under separate small contracts into a solicitation for a single contract likely to be unsuitable for award to a small business concern.

**Contracting Officer's Determination of Business Size** - The Contracting Officer's determination of whether the selected contractor meets the small business size standard for award to a small business for the NAICS code that is applicable to the contract. All Standard reports within FPDS-NG use the CO's Determination of Business Size for counting Small Business included in various reports.

**Contract Writing Systems (CWS) Administrator** - Individuals responsible for the implementation, maintenance, and user privileges for the agency's CWS.

**Davis-Bacon Act** - The Davis-Bacon Act of 1931 is a United States federal law which established the requirement for paying prevailing wages on public works projects. All federal government construction contracts, and most contracts for federally assisted construction over \$2,000, must include provisions for paying workers on-site no less than the locally prevailing wages and benefits paid on similar projects.

**DUNS** - "Data Universal Numbering System number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities, which is used as the identification number for Federal contractors.

**Economy Act** - Provides authority for placement of orders between major organizational units within an agency; procedures for such intra-agency transactions are addressed in agency regulations. The Act applies when more specific statutory authority does not exist.

**Emerging Small Business** - This is a small business concern whose size is no greater than 50 percent of the numerical size standard applicable to the North American Industry Classification System (NAICS) code assigned to a contracting opportunity. "Emerging small business reserve amount," for the designated groups described in FAR 19.1005, means a threshold established by the Office of Federal Procurement Policy of—

- (1) \$30,000 for construction, refuse systems and related services, non-nuclear ship repair, landscaping and pest control services; and
- (2) \$50,000 for architectural and engineering services.

**EPA-Designated Product(s)** - The Resource Conservation and Recovery Act (RCRA), Section 6002 and Executive Order 13101 require the purchase of Environmental Protection Agency (EPA) designated products with a required minimum recovered material content as described in an agency's Affirmative Procurement Program (APP).

**Federal Acquisition Regulation (FAR)** - The regulation for use by federal executive agencies for acquisition of supplies and services with appropriated funds.

**FEDSTRIP/MILSTRIP - Federal and Military Standard Requisitioning and Issue Procedures.** These procedures allow for automated processing by the supply system not only of GSA, but also the Department of Defense and the Department of Veterans Affairs-the three supply sources for both civilian and military agencies.

**FPDS-NG - Federal Procurement Data System - Next Generation.** The FPDS-NG is the current central repository of information on Federal contracting. The system contains detailed information on contract actions over \$3,000 (FY2004 and later data). The Executive departments and agencies award over \$200 billion annually for goods and services. The system can identify who bought what, from whom, for how much, when and where.

**Federal Supply Schedule (FSS)** - The Federal Supply Schedule program, directed and managed by the General Services Administration (GSA), provides Federal agencies with a simplified process for obtaining commonly used commercial supplies and services at prices associated with volume buying.

**GBL** - Government Bill of Lading

**GFE** - Government Furnished Equipment

**GFP** - Government Furnished Property

**GSA** - General Services Administration

**Government Transportation Requests (SF87)** - Authorizes travel for Federal employees

**Government-wide Acquisition Contracts (GWACs)** - defined in Part 2 of the Federal Acquisition Regulation (FAR) as task order or delivery order contracts for Information Technology (IT) established by one agency for government-wide use. Each GWAC is operated by an executive agent designated by the Office of Management and Budget (OMB) pursuant to section 5112(e) of the Clinger-Cohen Act. The Economy Act does not apply when placing orders under GWACs. To use GWACs, agencies must obtain a delegation of authority from the GWAC Program Office. Examples for GWACS include but are not limited to COMMITS, ITOP, SEWP and 8(a) STARS.

**HBCU or MI** - Historically Black College and/or University or Minority Institutions

**HUBZone** - Historically Underutilized Business Zone

**IDC** - An Indefinite Delivery Contract is a vehicle that has been awarded to one or more vendors to facilitate the delivery of supply and service orders. These may include Multiple Award Contract (MAC), Indefinite Delivery Indefinite Quantity (IDIQ), Indefinite Delivery Definite Quantity (IDDQ), and Indefinite Delivery Requirement (IDR). All DoD basic ordering vehicles shall use the Other IDC format.

**IDV - Indefinite Delivery Vehicle.** A basic award that allows you to place orders in accordance with the terms and conditions of the specific IDV.

**JWOD** - Javits-Wagner-O'Day . Created in 1938 and amended in 1971, the Javits-Wagner-O'Day Act (41 USC 46-48c) and the AbilityOne Program, creates employment and training opportunities for people who are blind or those who have other severe disabilities. This is a preferred supply source for Federal Government.

**MAIS** - Major Automated Information Systems

**MDAP** - Major Defense Acquisition Program

**Modification** - The term modification means any written change in the terms of a contract. There are two types of modification and they are either a Bilateral or Unilateral. A bilateral modification (supplemental agreement) is a contract modification that is signed by the contractor and the contracting officer. Bilateral modifications are used to— Make negotiated equitable adjustments resulting from the issuance of a change order; definitized letter contracts; and reflect other agreements of the parties modifying the terms of contracts. A unilateral modification is a contract modification that is signed only by the contracting officer. Unilateral modifications are used, for example, to— Make administrative changes; issue change orders; make changes authorized by clauses other than a changes clause (*e.g.*, Property clause, Options clause, or Suspension of Work clause); and issue termination notices. Modifications within FPDS-NG fall into one of the following areas: Additional Work(new agreement, FAR Part 6 applies), Change Order, Close Out, Definitized Change Order, Definitized Letter Contract, Exercise an Option, Funding Only Action, Legal Contract Cancellation, Novation Agreement, Other Administrative Action, Rerepresentation, Rerepresentation of Non-Novated Merger/Acquisition, Supplemental Agreement for Work Within Scope, Terminate for Convenience (Complete or Partial), Terminate for Default (Complete or Partial), Transfer Action, Vendor DUNS Change and Vendor Address Change.

**Multiple or Single Award IDC** - A Multiple Award IDC contract is one of many that resulted from a single solicitation. A Single Award IDC contract indicates that only one award has been made from a single solicitation.

**Multi-year Contract** - A Multi-year contract means a contract for the purchase of supplies or services for more than 1, but not more than 5, program years. Such contracts are issued under specific congressional authority for specific programs. The key distinguishing difference between Multi-year contracts and multiple year contracts is that Multi-year contracts buy more than 1 year's requirement (of a product or service) without establishing and having to exercise an option for each program year after the first.

**NAICS Code** - The North American Industrial Classification Systems classifies commercial activity into broad business categories, such as agriculture, mining, construction, manufacturing, wholesale trade, retail trade, and services.

**Novation** - This a legal instrument executed by the contractor or successor in interest and the Federal Government. This instrument guarantees performance of the contract, the transferee assumes all obligations under the contract, and the Government recognizes the transfer of the contract and related assets.

**Office of Federal Procurement Policy Act** - 41 U.S.C. requires the Administrator for Federal Procurement Policy to establish a computer-based Federal Procurement Data System (FPDS) for collecting, developing and disseminating procurement data to the Congress, the Executive branch and the private sector. The General Services Administration manages the FPDS-NG.

**Performance-Based Service Contract (PBSC) -**

- a. Describes the requirements in terms of results required rather than the methods of performance of the work;
- b. Uses measurable performance standards (i.e., terms of quality, timeliness, quantity, etc.) and quality assurance surveillance plans (see 46.103(a) and 46.401(a));
- c. Specifies procedures for reductions of fee or for reductions to the price of a fixed-price contract when services are not performed or do not meet contract requirements (see 46.407); and
- d. Includes performance incentives where appropriate.

For FPDS reporting purposes, a minimum of 50% of the anticipated obligations under the procurement action must meet the above requirements.

**PIID** - Procurement Instrument Identifier is the contract number or order number identifying the agreement between the government and the awardees. The PIID field is required for all actions.

**Product or Service Code (PSC)** - The code that best identifies the product or service procured. Codes are defined in the Product Service Code Manual.

**Record Type** - The category of record being entered by this transaction. Types of records include IDV (I), Award (A), Modification (M).

**Recovered Material Clauses** - Designates whether Recovered Material Certification and/or Estimate of Percentage of Recovered Material Content for EPA-Designated Products clauses were included in the contract.

**Referenced IDV** - This is the contract or agreement number of the IDV against which your order is placed. This field is mandatory for all delivery/task order and BPA calls.

**SAM** - System for Award Management database means the primary Government repository for contractor information required for the conduct of business with the Government.

**SAM Exception** - The reason a vendor/contractor not registered in the mandated SAM system was used in a purchase. These reasons outlined in the FAR are:

- (1) Purchases that use a government-wide commercial purchase card as both the purchasing and payment mechanism, as opposed to using the purchase card only as a payment method.
- (2) Classified contracts (see 2.101) when registration in the SAM database, or use of SAM data, could compromise the safeguarding of classified information or national security.

- (3) Deployed contracting officers in the course of military operations, including, but not limited to, contingency operations as defined in 10 U.S.C. 101(a)(13) or humanitarian or peacekeeping operations as defined in 10 U.S.C. 2302(7);
- (4) Contracting Officers in the conduct of emergency operations, such as responses to natural or environmental disasters or national or civil emergencies, e.g., Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121)
- (5) Contracts to support unusual or compelling needs (see 6.302-2).
- (6) Awards made to foreign vendors for work performed outside the United States, if it is impractical to obtain SAM registration.
- (7) Micro-purchases that do not use the electronic funds transfer (EFT) method for payment and are not required to be reported (see subpart 4.6).

**Small Business Innovation Research (SBIR)** - The Small Business Administration, Office of Technology administers the Small Business Innovation Research (SBIR) Program and the Small Business Technology Transfer (STTR) Program. Through these two competitive programs, SBA ensures that the nation's small, high-tech, innovative businesses are a significant part of the federal government's research and development efforts.

**Small Disadvantaged Business (SDB)** - The SBA administers a business assistance program for small disadvantaged businesses (SDBs) known as the Small Disadvantaged Business Certification Program. SDB certification strictly pertains to benefits in federal procurement. SBA certifies SDBs to make them eligible for special bidding benefits.

**Service Contract Act** - Is the short name for The McNamara-O'Hara Service Contract Act of 1965 (SCA) requires general contractors and subcontractors performing services on prime contracts in excess of \$2,500 to pay service employees in various classes no less than the wage rates and fringe benefits found prevailing in the locality as determined by DOL, or the rates contained in a predecessor contractor's collective bargaining agreement.

**Service-Disabled Veteran-Owned Small Business (SDVOSB)** - The term "small business concern owned and controlled by service-disabled veterans" shall mean a small business concern which is at least 51 percent owned by one or more service-disabled veterans; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more service-disabled veterans; and, whose management and daily business operations are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent care-giver of such veteran.

**Small Business Competitiveness Demonstration Program** - This Program was established by the Small Business Competitiveness Demonstration Program Act of 1988, Public Law 100-656 ([15 U.S.C. 644](#) note). The program is implemented by a joint OFPP and SBA Policy Directive and Implementation Plan, dated May 25, 1999. The program consists of two major components— (a) Unrestricted competition in designated industry groups; and (b) Enhanced small business participation in 10 agency targeted industry categories.

**Socio Economic Categories** - These categories identify certain contractor business characteristics, e.g., Women Owned Business, Small Disadvantaged Business, Educational Institution, minority owned business.

**Solicitation** - Any request to submit offers or quotations to the government. Solicitations under sealed bid procedures are called "invitations for bids." Solicitations under negotiated procedures are called "requests for proposals." Solicitations under simplified acquisition procedures may require submission of either a quotation or an offer.

**STTR - Small Business Technology Transfer Program.** The Small Business Administration, Office of Technology administers the Small Business Innovation Research (SBIR) Program and the Small Business Technology Transfer (STTR) Program. Through these two competitive programs, SBA

ensures that the nation's small, high-tech, innovative businesses are a significant part of the Federal Government's research and development efforts.

**Veteran Owned Small Business Concern** - This identifies a small business concern where 51 percent or more is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, 51 percent or more of the stock is owned by one or more veterans; and the management and daily business operations of which are controlled by one or more veterans.

**The Walsh-Healey Act** - or Walsh-Healey Public Contracts Act, passed in 1936 as part of the New Deal, is a United States federal law which protects employees of government contractors whose contracts exceeds \$10,000. For these employees, it establishes overtime as hours worked in excess of 8 hours per day or 40 hours per week, sets the minimum wage equal to the prevailing wage in an area, and sets standards for child and convict labor, as well as job sanitation and safety standards.

**Woman Owned Small Business Concern** - This identifies a small business concern that is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent or more of the stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.



## APPENDIX C

### MIGRATED PIIDS FORMATING - FROM FPDS TO FPDS-NG

C.1 For migrated IDVs, the PIID is the same as the original contract number coming from FPDS to FPDS-NG. For migrated Awards, the PIID is a combination of the following:

- Contracting Office Code
- Action Date (format "YYYYMM")
- Contract Action Type (A-BPA Call, B-Purchase Order, C-Delivery/Task Order, D-Definitive Contract Action)
- Order Number (if it exists)
- Contract Number

C.1.1 The formula used for the PIID number can be used to perform an Advanced Search.

For example, to find a Delivery Order created in October 1995 with:

- Agency - U.S. Coast Guard (7008)
- Contracting Office - 23
- Order Number - DTCG2394FTACX01
- Contract Number - DTCG2391DTTMB12

C.1.2 The PIID is calculated by the following:

- "00023" (Contracting Office ID with leading zeros)
- +"199510" (Action Date in YYYYMM format)
- +"C" (Contract Action type - Delivery Order)
- +"DTCG2394FTACX01" (Order Number)
- +"DTCG2391DTTMB12" (Contract Number)(Referenced PIID)

The PIID would equal 00023199510CDTCG2394FTACX01DTCG2391DTTMB12.

NOTES: The PIID number format must be uppercase, alphanumeric without embedded spaces or special characters. FPDS-NG converts lowercase letters to uppercase, removes leading or trailing blank spaces, and removes any non-alphanumeric characters prior to validation.

The Contract Action type is a single character representing the award type.

## APPENDIX D

### Instructions for Reporting Rerepresentation Actions in FPDS-NG

When the contractor makes a rerepresentation in accordance with Federal Acquisition Regulation (FAR) Subpart 19.3 requirements, and its size status has changed, the contracting officer must-

1. Issue a contract modification (modifying the base award not the task/delivery order under a contract or call under an agreement) citing the rerepresentation and the change in size status;
2. Ensure the contract file documents the change in size status that the contractor has made in the On-line Representations and Certifications Application (ORCA); and
3. Submit a modification contract action report to FPDS-NG.

The contracting officer must complete the contract action report as follows:

1. In order to report a rerepresentation action in FPDS-NG and incorporate the latest contractor information from the System for Award Management (SAM) system, the "Reason for Modification" data element (12C) must be either
  - a. "Novation Agreement" (code J) - use this for reporting novation agreements, as they automatically include a rerepresentation requirement,
  - b. "Rerepresentation of Non-novated Merger Acquisition" (code P) - use this for reporting rerepresentations that result from merger/acquisition but do not require novation of the contract (see FAR 42.1204(b)), or
  - c. "Rerepresentation" (code R) - use this for reporting rerepresentations that result from growth or contraction of a business. This code is the one that should be used to report business size changes that do not result from either 1.a. or 1.b.
2. If the "Reason for Modification" (12C) is 1.a., 1.b., or 1.c. -
  - a. The data element "Contracting Officer's Selection of Business Size" (IIA) will be required to be completed. Choose "Small Business" (S) or "Other than Small Business" (O), as appropriate, to identify the rerepresented size status of the contractor.
  - b. All socioeconomic information will refresh from the contractor's record in SAM.
  - c. If 1.a. is chosen, the contractor's name and address will also refresh from SAM.
3. Complete the remainder of the data elements as they would be completed for any other contract action report.

## APPENDIX E

### Reporting Funding Organization Data to FPDS-NG

In order to correctly report the DoD organizations for which contract actions are accomplished to FPDS-NG, as is required in the system, federal contracting offices shall follow the instructions below for completing the FPDS-NG contract action reports (CARs). These instructions apply to those requisitions received from DoD organizations that result in new contracts (e.g., DCAs, IDVs), purchase orders, and delivery/task/call orders.

1. Complete the FPDS-NG data field 4D entitled "Program / Funding Office Code" with the Department of Defense Automatic Addressing Code (DoDAAC) identified on the purchase requisition (most often on a Military Interdepartmental Purchase Request (MIPR), Department of Defense Form 448) representing the requisitioner for the transaction. On a MIPR, this is NOT the Pay Office DoDAAC nor the Accounting Station DoDAAC identified in blocks 13 and 14 respectively. The requisitioner's DoDAAC should be identified in block 8 with the identity of the organization providing the MIPR (note that it is often depicted as the first six characters of the MIPR number in block 5) or clearly identified on any other type of purchase requisition provided.
2. Complete the FPDS-NG data field 4C entitled "Program / Funding Agency Code" with the code shown on the attached matrix that correctly corresponds to the DoDAAC being reported in the "Program / Funding Office Code" data field. This code should not be confused with similar codes that are often seen in a line of accounting or in block 14 of a MIPR.

Office of Management and Budget's (OMB's) Intergovernmental Transactions team's draft Inter-Agency Agreement (IAA) template includes these data elements as required fields in the funding section of the document.

## APPENDIX F

### Instructions for Transferring a Contract

#### TRANSFER ACTION – IDVs.

**Below is the functionality of the FPDS-NG when the 'Transfer Action' is chosen as the "Reason for Modification" for an Indefinite Delivery Vehicles (IDVs) contract that is in final status. An Indefinite Delivery Contract (IDC) was used for this example. However, other IDVs will have the same functionality with the exception of Federal Supply Schedules. Only the Agency System Administrator has the privilege to create a 'Transfer Action' modification. However the privilege can be delegated.**

1. FPDS-NG shall open only the following data elements on a 'Transfer Action' modification:
  1. "Modification Number"
  2. "Date Signed"
  3. "Effective Date"
  4. "Last Date to Order"
  5. "Contracting Office Agency ID"
  6. "Contracting Office ID"
  7. "Action Obligation"
  8. "Base And All Options Value"
2. The "Date Signed" on the 'Transfer Action' modification cannot be earlier than any of the prior modifications or the base document.
3. After the 'Transfer Action' is 'Saved', 'Validated' and 'Approved' the agency that is transferring the document will no longer be able to access it. The contract and all modifications prior to the "Transfer Action" will no longer be available to either the transferring or the receiving agency. Both agencies will be able to view the prior documents but all function keys will be disabled. This 'Transfer Action' will never be allowed to be 'Corrected' or 'Deleted'.
4. When the receiving agency opens the transferred document only the "Modify" function key will be enabled.
5. On clicking the 'Modify' button on the transferred document all of the fields will open and the validation rules will apply except for the "PIID". The "PIID" fields will not open and the "PIID" validation rules will not apply. When the receiving agency executes this modification all of the fields will open except the "PIID" fields, unless the "Reason for Modification" was 'Change PIID'. If the reason for modification is 'Change PIID' then the "PIID" fields will also open. The receiving agency shall be very careful to only enter the information that they require.
6. For contracts that have been transferred from a Civilian Agency to DoD the 90 days reveal rule shall apply from the date of the transfer action and any subsequent modifications that fall within that time period.
7. Once a 'Transfer Action' action has been successfully completed another 'Transfer Action' modification cannot be done on the same contract.

#### CHANGE PIID - IDVs

**Below is the functionality of the FPDS-NG when the 'Change PIID' is chosen as the "Reason for Modification" for an action that is in final status. An IDC was used for this example. However, other IDVs will have the same functionality.**

1. The 'Change PIID' functionality is only available on actions that are in a final status. Only the Agency System Administrator has the privilege to create a 'Change PIID' modification. However, the privilege can be delegated.

FPDS-NG shall open only the following data elements on a 'Change PIID' modification:

1. "PIID"
2. "Agency PIID ID"
3. "Modification Number"
4. "Date Signed"
5. "Effective Date"
6. "Contracting Office Agency ID"
7. "Contracting Office ID"

2. The user has to at least change the "PIID" or the "PIID Agency ID" when the "Reason for Modification" is 'Change PIID'.

3. The "Date Signed" on the 'Change PIID' modification cannot be earlier than any of the prior modifications or the base document.

4. When the 'Change PIID' is chosen as the "Reason for Modification" and is the first modification after a contract has been transferred, the "PIID" fields will open in addition to the rest of the fields and all the validation rules will fire including the ones for the "PIID".

5. A record in final status that has 'Change PIID' as the "Reason for Modification" cannot be corrected to change the "Reason for Modification" or the "PIID" fields. All other fields that are valid on the 'Change PIID' modification can be changed. A record in final status that has the "Reason for Modification" as 'Change PIID' cannot be deleted by the user. The record can only be deleted by data management. If a user attempts to delete a 'Change PIID' modification in final status the following message will be displayed, "A record that is in final status and has the "Reason for Modification" as 'Change PIID' cannot be deleted. Please contact your System Administration for further assistance".

6. If a mistake is made in one of the "PIID" fields on a 'Change PIID' modification, it cannot be corrected after the 'Draft' version has been saved. You will have to delete the 'Draft' document and create another 'Change PIID' modification.

7. Once a 'Change PIID' modification has been successfully completed another 'Change PIID' modification cannot be done on the same contract.

8. When the "PIID" and/or the "Agency PIID ID" are changed the new data will also be applied to all previous modifications and the base document. The old "PIID" will appear as a text identifier on the advance search when a search is done on the new "PIID". However, you cannot search on the old "PIID".

9. If the "PIID" was changed on a multiple award IDV and it is a "Referenced IDV ID" on a 'Delivery Order', the "Referenced IDV ID" will be changed on the base Delivery Order and all the mods to the delivery order which reference the IDV whose PIID has changed. This is also the case for a 'BPA Call' against a 'BPA'.

## **TRANSFER ACTION – Awards**

**The functionality is no different when transferring a 'Delivery Order' than it is for an 'IDC' except that different fields open.**

FPDS-NG shall open only the following data elements on a 'Transfer Action' modification:

1. "Modification Number"

2. "Date Signed"
3. "Effective Date"
4. "Completion Date"
5. "Est. Ultimate Completion Date"
6. "Contracting Office Agency ID"
7. "Contracting Office ID"
8. "Action Obligation"
9. "Base And Exercised Options Value"
10. "Base And All Options Value"

## **CHANGE PIID - Awards**

**The functionality for a 'Change PIID' modification for a 'Delivery Order' is the same as for an IDV.**

1. If the 'Change PIID' is the first modification after a 'Delivery Order' was transferred the "PIID" fields will open and all the fields that would normally open for a base 'Delivery Order' will also open. The fields in a 'Delivery/Task Order' that are populated from the "Referenced IDV" will not be available for change.
2. For actions that have been transferred from a Civilian Agency to DoD the 90 days reveal rule shall apply from the date of the transfer action and any subsequent modifications that fall within that time period.
3. If a mistake is made in one of the "PIID" fields on a 'Change PIID' modification, it cannot be corrected after the 'Draft' version has been saved. You will have to delete the 'Draft' document and create another 'Change PIID' modification. A record in final status that has the "Reason for Modification" as 'Change PIID' cannot be deleted by the user. The record can only be deleted by data management. If a user attempts to delete a 'Change PIID' modification in final status the following message will be displayed, "A record that is in final status and has the "Reason for Modification" as 'Change PIID' cannot be deleted. Please contact your System Administration for further assistance".
4. If the "PIID" was changed on a multiple award IDV and it is a "Referenced IDV ID" on a 'Delivery Order', the "Referenced IDV ID" will be changed on the base Delivery Order and all the mods to the delivery order which reference the IDV whose PIID has changed. This is also the case for a 'BPA Call' against a 'BPA'.